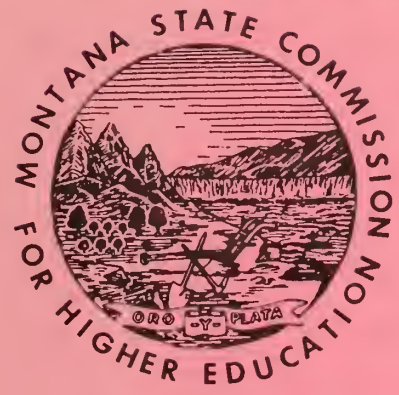


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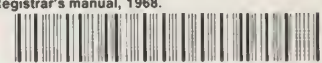
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INTRODUCTION

The primary goal of every educational program is the effective instruction of students. In order to maintain a proper perspective in planning for the future needs of Montana's higher educational institutions, the Montana Commission is conducting a Comprehensive Facilities Planning Program. A ten-year Master Plan projecting institutional requirements related to students, academic programs, facilities and finance is the ultimate goal of the Commission. Uniform statistics in each of these areas are paramount for reaching the goal as envisioned by the U. S. Congress, which originally expressed its concern for facility planning, and the Montana Commission which is responsible for the execution of the program.

The design of this manual is two-fold. The statistics submitted to the Montana Commission on the forms as presented will first enable it to project students, facilities, and financial needs for the future, and secondly, to concentrate in one office information that is normally solicited from the institution.

The format of the manual deals with each individual form, followed by an example. A schedule on each form is included. The appendix of the manual includes the definitions necessary for the form's completion along with the other standard definitions used by the American Association of Collegiate Registrars and Admissions Officers.¹

¹"A glossary of Terms used by Registrars and Admissions Officers", prepared for the American Association of Collegiate Registrars and Admissions Officers.

REGISTRARS' MANUAL

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ENROLLMENT SUMMARY

This form reports full-time, part-time, and total enrollment at the end of the fifth week of each quarter or semester. It does not include students in extension or correspondence courses who are not enrolled for resident credit.

For reporting purposes, a full time student is one who is carrying an academic schedule of 12 or more student credit hours. A student carrying less than 12 credit hours is a part-time student.

Report A - Format

ENROLLMENT SUMMARY

(End of fifth week of each quarter or semester (except summer) and at the close of summer session)

Unit: _____ Date _____

	<u>Part Time</u>			<u>Full Time</u>			<u>Total</u>		
	<u>M</u>	<u>F</u>	<u>T</u>	<u>M</u>	<u>F</u>	<u>T</u>	<u>M</u>	<u>F</u>	<u>T</u>
Net Registration (present year)	_____	_____	_____	_____	_____	_____	_____	_____	_____
Net Registration (prior year)	_____	_____	_____	_____	_____	_____	_____	_____	_____

ENROLLMENT SUMMARY

(End of fifth week of each quarter or semester (except summer) and at the close of summer session)

Unit: University of Montana Date October 27, 1967

	<u>Part Time</u>			<u>Full Time</u>			<u>Total</u>		
	<u>M</u>	<u>F</u>	<u>T</u>	<u>M</u>	<u>F</u>	<u>T</u>	<u>M</u>	<u>F</u>	<u>T</u>
Net Registration (present year)	<u>150</u>	<u>74</u>	<u>224</u>	<u>4,122</u>	<u>2,061</u>	<u>6,183</u>	<u>4,270</u>	<u>2,137</u>	<u>6,407</u>
Net Registration (prior year)	<u>132</u>	<u>61</u>	<u>193</u>	<u>3,868</u>	<u>1,925</u>	<u>5,793</u>	<u>4,000</u>	<u>1,986</u>	<u>5,986</u>

Report B

NEW STUDENTS TRANSFERRED FROM OTHER UNIVERSITIES, COLLEGES & SCHOOLS

This form reports new students transferred from other universities, colleges and schools. It reports transfer students from the other institutions in Montana, outside Montana and from foreign countries. Please include territories or possessions as out-of-state, but not as foreign countries.

For reporting purposes, a graduate student is one with a baccalaureate degree working toward an advanced degree.

Complete Form B for each quarter or semester except summer session.

Report B - Format

NEW STUDENTS TRANSFERRED FROM OTHER UNIVERSITIES, COLLEGES & SCHOOLS
 (End of fifth week of each quarter or semester except
 summer session)

Unit: _____ Date _____

	<u>Graduate</u>		Non Degree <u>Graduate</u>		<u>Seniors</u>		<u>Juniors</u>		<u>Soph</u>		<u>Fresh</u>	
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>
	Transferred from:											
U of M												
MSU												
MCMST												
WMC												
EMC												
NMC												
Total Transferred	<hr/>											
From other Units												
of the System												

Carroll College												
Rocky Mtn. Coll.												
College G.Falls												
Miles Community												
Dawson College												
Flathead V.C.C.												
	<hr/>											

Total Transferred
 from other Montana
 Colleges

Total Out-of-State

Total Foreign
 Students

Total Students
 Transferred to

(Unit)
 from other schools
 as of _____

=====

Report B - Example

NEW STUDENTS TRANSFERRED FROM OTHER UNIVERSITIES, COLLEGES & SCHOOLS
(End of fifth week of each quarter or semester except
summer session)

Unit: University of Montana Date October 27, 1967

	<u>Graduate</u>		Non Degree <u>Graduate</u>		<u>Seniors</u>		<u>Juniors</u>		<u>Soph</u>		<u>Fresh</u>	
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>
	Transferred from:											
U of M	-	-	-	-	-	-	-	-	-	-	-	-
MSU	9	-	-	2	5	4	5	2	20	10	7	3
MCMST	-	-	-	-	6	3	5	2	20	8	6	1
WMC	1	-	1	-	-	-	4	-	5	1	5	2
EMC	3	1	1	1	6	1	3	3	24	6	1	10
NMC	-	-	-	-	5	-	11	2	8	-	5	-
Total Transferred From other Units of the System	13	1	2	3	22	8	28	9	77	25	24	16
Carroll College	2	-	-	2	4	2	2	4	15	-	6	2
Rocky Mtn. Coll.	-	-	-	-	-	-	-	1	2	-	-	-
College G.Falls	-	-	1	-	3	2	2	2	4	1	5	1
Miles Community	-	-	-	-	-	-	-	-	1	-	2	-
Dawson College	-	-	-	-	-	-	3	2	4	1	1	-
Flathead V.C.C.	-	-	-	-	-	-	-	-	-	-	-	-
Total Transferred from other Montana Colleges	2	0	1	2	7	4	7	9	26	2	14	3
Total Out-of-State	90	30	8	5	21	11	22	16	62	34	65	31
Total Foreign Students	8	0	1	1	3	0	1	1	7	3	7	2
Total Students Transferred to Univ. of Montana (Unit) from other schools as of <u>October 27,</u> <u>1967</u>	<u>113</u>	<u>31</u>	<u>12</u>	<u>11</u>	<u>53</u>	<u>23</u>	<u>58</u>	<u>35</u>	<u>162</u>	<u>65</u>	<u>120</u>	<u>52</u>

STUDENT CREDIT HOURS BY SUBJECT FIELD

This form reports the student credit hours registered at the end of the fifth week of each quarter or semester. There are three columns that should be noted: (1) Graduate, (2) Upper division, undergraduate, and (3) Lower division, undergraduate. Courses for which resident credit is given should be used to compute the total student credit hours. Do not include extension credit.

Although the accompanying example does not include Physical Education and Military Science, make sure that each course offered for resident credit is included in one of the subject field areas. For clarification in the subject field areas, please refer to Appendix B. Departmental organizations are not uniform within the institutions of Montana. An institution can subdivide these broad subject field classifications into their departments if they wish, but code numbers should be taken care of in a similar manner. For example: 1330 Physical Sciences could be broken into 1331 - Chemistry, 1332 - Physics, and 1333 - Earth Science. Please consider the subject field classification as a minimum classification.

Report C - Format

STUDENT CREDIT HOURS BY SUBJECT FIELD

(End of fifth week of each quarter or semester (except summer) and at the close of summer session)

Unit: _____ Date _____

Graduate

Under Graduate

UD LD

<u>Code</u>	<u>Subj. Field</u>		
1200	LIFE SCIENCES		
	1210 Biological Sciences		
	1220 Agricultural Sci.		
	1230 Health Sciences		
	1231 Medicine		
	1232 Veterinary Med.		
	1233 Dentistry		
	1234 Nursing		
	1235 Pharmacy		
	1236 Public Health		
1300	M.C.P.E. SCIENCES		
	1310 Mathematical Sci.		
	1320 Computer Sciences		
	1330 Physical Sciences		
	1340 Engineering Sci.		
1400	BEHAVIORAL SCIENCES		
	1410 Psychology		
	1420 Social Sciences		
1500	HUMANITIES		
	1510 Fine Arts		
	1520 Letters		
1600	PROFESSIONS		
	1610 Admin. Professions		
	1620 Education		
	1630 Environmental Design		
	1640 Home Economics		
	1650 Law		
	1660 Social Work		
	1670 Theology		
	1690 Other Professions		
1700	TECHNICAL-VOCATIONAL		
	1705 Agricultural		
	1710 Apparel		
	1715 Business		
	1720 Construction		
	1725 Engin'g & Indust'l		
	1730 Graphic Arts		
	1735 Health		
	1750 Public Service		
	1760 Transportation		
1800	PHYS. EDUC. & MIL. SCI.		
	1810 Physical Education		
	1820 Military Sciences		

Report C - Example

STUDENT CREDIT HOURS BY SUBJECT FIELD

(End of fifth week of each quarter or semester (except summer) and at the close of summer session)

Unit: University of Montana Date October 27, 1967

Code	Subj. Field	Graduate	Under Graduate	
			UD	LD
1200	LIFE SCIENCES			
	1210 Biological Sciences	254	1,345	2,346
	1220 Agricultural Sci.	106	2,058	900
	1230 Health Sciences			
	1231 Medicine			
	1232 Veterinary Med.			
	1233 Dentistry			
	1234 Nursing			
	1235 Pharmacy			
	1236 Public Health	484	338	120
1300	M.C.P.E. SCIENCES			
	1310 Mathematical Sci.	542	974	2,780
	1320 Computer Sciences			
	1330 Physical Sciences	376	1,809	1,519
	1340 Engineering Sci.			
1400	BEHAVIORAL SCIENCES			
	1410 Psychology	125	853	1,875
	1420 Social Sciences	364	3,644	20,523
1500	HUMANITIES			
	1510 Fine Arts	239	901	3,168
	1520 Letters	464	6,180	25,539
1600	PROFESSIONS			
	1610 Admin. Professions	256	3,353	2,139
	1620 Education	288	2,777	1,054
	1630 Environmental Design			
	1640 Home Economics			
	1650 Law	2,264		
	1660 Social Work			
	1670 Theology		85	1,251
	1690 Other Professions	484	338	120
1700	TECHNICAL-VOCATIONAL			
	1705 Agricultural			
	1710 Apparel			
	1715 Business			
	1720 Construction			
	1725 Engin'g & Indust'l			
	1730 Graphic Arts			
	1735 Health			
	1750 Public Service			
	1760 Transportation			
1800	PHYS. EDUC. & MIL. SCI.			
	1810 Physical Education			
	1820 Military Sciences			

Report D

WEEKLY CONTACT HOURS BY SUBJECT FIELD

At least once a year this form reports the student contact hours registered at the end of the fifth week of each quarter or semester which represents the peak load. The level of instruction of each subject field is divided into the lecture contact hours, and the laboratory contact hours. Projecting academic facilities necessitates this extension. Clarification on the subject field classification can be found in Appendix B. If an institution desires to subdivide the broad subject field areas into their departmental organization, the code numbers associated with them must be revised. Example: 1330 - Physical Sciences could be broken up into 1331 - Chemistry, 1332 - Physics, and 1333 - Earth Science. This sample form should be considered a minimal breakdown. Make sure that each course taught for resident credit is included in one of the subject field areas listed in Appendix B, and limit these contact hours to subjects taught in campus instructional space. If you have any doubts concerning the campus instructional space, consult the facilities inventory on file in the physical plant office. For example, lectures or laboratories held out-of-doors (surveying) or in elementary or secondary school room (practice teaching) or in an arena specifically designed for another activity should be footnoted.

WEEKLY CONTACT HOURS BY SUBJECT FIELD

(End of fifth week of each quarter or semester (except summer) and at the close of summer session.)

Code	Subj. Field	Date		Upper Division		Lower Division	
		LECT.	LAB.	LECT.	LAB.	LECT.	LAB.
1200	LIFE SCIENCES						
	1210 Biological Sciences						
	1220 Agricultural Sci.						
	1230 Health Sciences						
	1231 Medicine						
	1232 Veterinary Med.						
	1233 Dentistry						
	1234 Nursing						
	1235 Pharmacy						
	1236 Public Health						
1300	M.C.P.E. SCIENCES						
	1310 Mathematical Sci.						
	1320 Computer Sciences						
	1330 Physical Sciences						
	1340 Engineering Sci.						
1400	BEHAVIORAL SCIENCES						
	1410 Psychology						
	1420 Social Sciences						
1500	HUMANITIES						
	1510 Fine Arts						
	1520 Letters						
1600	PROFESSIONS						
	1610 Admin. Professions						
	1620 Education						
	1630 Environmental Design						
	1640 Home Economics						
	1650 Law						
	1660 Social Work						
	1670 Theology						
	1690 Other Professions						
1700	TECHNICAL-VOCATIONAL						
	1705 Agricultural						
	1710 Apparel						
	1715 Business						
	1720 Construction						
	1725 Engin'g & Indust'l						
	1730 Graphic Arts						
	1735 Health						
	1750 Public Service						
	1760 Transportation						
1800	PHYS. EDUC. & MIL. SCI.						
	1810 Physical Education						
	1820 Military Sciences						

WEEKLY CONTACT HOURS BY SUBJECT FIELD

(End of fifth week of each quarter or semester (except summer) and at the close of summer session.)

Unit: University of Montana

Date October 27, 1968

Code	Subj. Field	Graduate		Upper Division		Lower Division	
		LECT.	LAB.	LECT.	LAB.	LECT.	LAB.
1200	LIFE SCIENCES						
	1210 Biological Sciences	190	127	1,000	681	1,760	1,172
	1220 Agricultural Sci.	80	52	1,930	643	675	450 ¹
	1230 Health Sciences						
	1231 Medicine						
	1232 Veterinary Med.						
	1233 Dentistry						
	1234 Nursing						
	1235 Pharmacy	363	242	254	168	90	60
	1236 Public Health						
1300	M.C.P.E. SCIENCES						
	1310 Mathematical Sci.						
	1320 Computer Sciences						
	1330 Physical Sciences						
	1340 Engineering Sci.						
1400	BEHAVIORAL SCIENCES						
	1410 Psychology						
	1420 Social Sciences						
1500	HUMANITIES						
	1510 Fine Arts						
	1520 Letters						
1600	PROFESSIONS						
	1610 Admin. Professions						
	1620 Education	288	-	2,530	741 ²	1,054	-
	1630 Environmental Design						
	1640 Home Economics						
	1650 Law						
	1660 Social Work						
	1670 Theology						
	1690 Other Professions						
1700	TECHNICAL-VOCATIONAL						
	1705 Agricultural						
	1710 Apparel						
	1715 Business						
	1720 Construction						
	1725 Engin'g & Indust'l						
	1730 Graphic Arts						
	1735 Health						
	1750 Public Service						
	1760 Transportation						
1800	PHYS. EDUC. & MIL. SCI.						
	1810 Physical Education						
	1820 Military Sciences						

¹ Includes 150 surveying laboratory contact hours held out-of-doors.

² Includes 270 contact hours held in off-campus instructional space.

Report E GEOGRAPHIC DISTRIBUTION OF STUDENTS

Report F HOME STATES OF NON-RESIDENT STUDENTS

These forms report the geographical distribution of each student registered at the institution for resident credit at the end of the fifth week of the fall quarter or semester. Please note the three columns: First-time Beginning Freshmen, Total Undergraduate, and Graduate. The Total Undergraduate will include First-time Beginning Freshmen.

Report E - Format

Geographic Distribution of Students

(This report includes all students, both part-time and full-time who are Registered at the end of the fifth week of the fall quarter or semester only)

Unit: _____ Date _____

<u>County</u>	<u>Undergrad</u>		<u>Graduate</u>
	<u>First-time Beginning Freshmen</u>	<u>Total UG Enrollment</u>	
Beaverhead			
Big Horn			
Blaine			
.			
.			
.			
.			
.			
Wibaux			
Yellowstone	_____	_____	_____
Total Montana Students			
Other States, U. S. Territories or Possessions	_____	_____	_____
Total U. S. Students			
Foreign Students	_____	_____	_____
Total Net Enrollment as of			
_____	=====	=====	=====

Report E - Example

GEOGRAPHIC DISTRIBUTION OF STUDENTS

(This report includes all students, both part-time and full-time who are Registered at the end of the fifth week of the fall quarter or semester only)

Unit: University of Montana Date October 27, 1967

<u>County</u>	<u>Undergraduate</u>		<u>Graduate</u>
	<u>First-time Beginning Freshmen</u>	<u>Total UG Enrollment</u>	
Beaverhead	10	31	1
Big Horn	2	22	2
Blaine	7	40	1
Broadwater	5	16	2
Carbon	13	40	1
Carter	2	7	
Cascade	149	520	51
Chouteau	12	45	1
Custer	8	60	5
Daniels	2	7	
Dawson	2	27	
Deer Lodge	17	80	7
Fallon	2	7	
Fergus	28	66	2
Flathead	54	278	29
Gallatin	10	47	2
Garfield	2	3	
Glacier	13	55	2
Golden Valley	2	5	
Granite	9	28	1
Hill	14	84	7
Jefferson	3	25	1
Judith Basin	4	9	1
Lake	22	105	9
Lewis & Clark	66	241	31
Liberty	1	9	
Lincoln	18	64	2
McCone	2	15	
Madison	11	29	2
Meagher		4	
Mineral	6	24	1
Missoula	322	1,791	213
Musselshell	2	14	1
Park	9	51	2
Petroleum		1	
Phillips	7	20	1
Pondera	8	38	2
Powder River	2	8	
Powell	17	50	2
Prairie	1	9	2

<u>County (Continued)</u>	(1) First-time Beginning <u>Freshmen</u>	(2) (Includes Col. 1) Total UG <u>Enrollment</u>	(3) <u>Graduate</u>
Ravalli	40	133	5
Richland	9	50	2
Roosevelt	10	50	2
Rosebud	1	13	
Sanders	16	51	2
Sheridan	8	41	1
Silver Bow	47	249	25
Stillwater	2	13	1
Sweet Grass	6	23	1
Teton	17	64	2
Toole	15	41	1
Treasure	3	9	
Valley	12	52	2
Wheatland	2	12	1
Wibaux	1	4	
Yellowstone	<u>72</u>	<u>322</u>	<u>41</u>
Total Montana Students	1,125	5,102	470
Other States, U. S. Territories or Possessions	<u>273</u>	<u>864</u>	<u>300</u>
Total U. S. Students	1,398	5,966	770
Foreign Students	<u>6</u>	<u>128</u>	<u>13</u>
Total Net Enrollment as of October 27, 1967	<u>1,404</u>	<u>6,094</u>	<u>783</u>

Home States of Non-Resident Students

Geographic Distribution of Non-Resident Students

(This report includes all non-resident students, both part-time and full-time who are registered at the end of the fifth week of the fall quarter or semester only)

Unit: _____ Date _____

	<u>Undergrad</u>		<u>Graduate</u>
	<u>First-time Beginning Freshmen</u>	<u>Total UG Enrollment</u>	
1. Alabama			
.			
.			
26. Missouri			
27. Nebraska			
.			
.			
.			
50. Wyoming			
51. Territories			
52. U. S. Citizens Abroad			
53. Foreign Countries	_____	_____	_____
Total Non-Resident	_____	_____	_____
Total Montana Students	_____	_____	_____
Total Net Enrollment as of	_____	_____	_____
	=====	=====	=====

Report F - Example

Home States of Non-Resident Students

Geographic Distribution of Non-Resident Students

(This report includes all non-resident students, both part-time and full-time who are registered at the end of the fifth week of the fall quarter or semester only)

Unit: University of Montana Date October 27, 1967

	<u>Undergrad</u>		<u>Graduate</u>
	<u>First-time Beginning Freshmen</u>	<u>Total UG Enrollment</u>	
1. Alabama	1	1	1
.	.	.	.
.	.	.	.
.	.	.	.
26. Missouri	2	2	1
27. Nebraska	5	6	4
.	.	.	.
.	.	.	.
.	.	.	.
50. Wyoming	26	55	9
51. Territories		1	1
52. U. S. Citizens Abroad	1	1	1
53. Foreign Countries	<u>6</u>	<u>128</u>	<u>13</u>
Total Non-Resident	<u>279</u>	<u>992</u>	<u>313</u>
Total Montana Students	<u>1,125</u>	<u>5,102</u>	<u>470</u>
Total Net Enrollment as of October 27, 1968	<u>1,404</u>	<u>6,094</u>	<u>783</u>

DEGREES AWARDED BY LEVEL BY SUBJECT FIELD

This form reports the number of degrees granted by subject field by level at the end of each academic year. The academic year runs from summer quarter through spring quarter. Every graduate from an institution should be included in one of the subject field areas listed in Appendix B. If an institution desires to subdivide the broad subject field areas into their departmental organization, the code numbers associated with them must be revised. Example: 1330 - Physical Sciences could be broken up into 1331 - Chemistry, 1332 Physics, and 1333 - Earth Science. This sample form should be considered as a minimal breakdown.

Report G - Format

DEGREES AWARDED BY LEVEL BY SUBJECT FIELD

(The end of each academic year. (Include summer quarter preceeding the date of this report.))

Unit: _____ Date _____

Code	Subj. Field	<u>Doctorate</u>	<u>Master's</u>	<u>Bachelor's</u>	<u>Associate</u>
1200	LIFE SCIENCES				
	1210 Biological Sciences				
	1220 Agricultural Sci.				
	1230 Health Sciences				
	1231 Medicine				
	1232 Veterinary Med.				
	1233 Dentistry				
	1234 Nursing				
	1235 Pharmacy				
	1236 Public Health				
1300	M.C.P.E. SCIENCES				
	1310 Mathematical Sci.				
	1320 Computer Sciences				
	1330 Physical Sciences				
	1340 Engineering Sci.				
1400	BEHAVIORAL SCIENCES				
	1410 Psychology				
	1420 Social Sciences				
1500	HUMANITIES				
	1510 Fine Arts				
	1520 Letters				
1600	PROFESSIONS				
	1610 Admin. Professions				
	1620 Education				
	1630 Environmental Design				
	1640 Home Economics				
	1650 Law				
	1660 Social Work				
	1670 Theology				
	1690 Other Professions				
1700	TECHNICAL-VOCATIONAL				
	1705 Agricultural				
	1710 Apparel				
	1715 Business				
	1720 Construction				
	1725 Engin'g & Indust'l				
	1730 Graphic Arts				
	1735 Health				
	1750 Public Service				
	1760 Transportation				
1800	PHYS. EDUC. & MIL. SCI.				
	1810 Physical Education				
	1820 Military Sciences				

DEGREES AWARDED BY LEVEL BY SUBJECT FIELD

(The end of each academic year (Include summer quarter preceeding the date of this report.))

Unit: University of Montana Date July 1, 1967

<u>Code</u>	<u>Subj. Field</u>	<u>Doctorate</u>	<u>Master's</u>	<u>Bachelor's</u>	<u>Associate</u>
1200	LIFE SCIENCES				
	1210 Biological Sciences	5	15	54	
	1220 Agricultural Sci.		8	62	
	1230 Health Sciences				
	1231 Medicine				
	1232 Veterinary Med.				
	1233 Dentistry				
	1234 Nursing				
	1235 Pharmacy			24	
	1236 Public Health				
1300	M.C.P.E. SCIENCES				
	1310 Mathematical Sci.		15	34	
	1320 Computer Sciences				
	1330 Physical Sciences	4	8	48	
	1340 Engineering Sci.				
1400	BEHAVIORAL SCIENCES				
	1410 Psychology	1	4	20	
	1420 Social Sciences		25	119	
1500	HUMANITIES				
	1510 Fine Arts	19	24	49	
	1520 Letters	21	19	150	
1600	PROFESSIONS				
	1610 Admin. Professions		5	162	
	1620 Education	7	58	160	
	1630 Environmental Design				
	1640 Home Economics				
	1650 Law	32	3		
	1660 Social Work				
	1670 Theology				
	1690 Other Professions		2		
1700	TECHNICAL-VOCATIONAL				
	1705 Agricultural				
	1710 Apparel				
	1715 Business				
	1720 Construction				
	1725 Engin'g & Indust'l				
	1730 Graphic Arts				
	1735 Health				
	1750 Public Service				
	1760 Transportation				
1800	PHYS. EDUC. & MIL. SCI.				
	1810 Physical Education		5	10	
	1820 Military Sciences				

1. ABILITY, ACADEMIC. Refers to a combination of abilities useful in higher education. Emphasis is on verbal or linguistic accomplishment and numerical or mathematical facility.

2. ABSENCE. Refers generally to failure to be present for the entire period of a scheduled class. ABSENCE REGULATIONS govern nonattendance at class. Some specify that being late one or more times shall constitute absence. An EXCUSED ABSENCE is an absence for a reason recognized as legitimate and therefore free of penalty. Illness, death in family, and other emergencies, as well as authorized athletic and other educational trips are examples. Absences to comply with regulations established by law, as, for example, appearance in court, generally are also so classified. An UNEXCUSED ABSENCE, frequently referred to as a CUT, is an absence for a reason not recognized as legitimate, and generally carries a prescribed penalty. Unexcused absences immediately preceding and following vacation periods often carry an additional penalty. EXCESSIVE ABSENCES are the number that would jeopardize the student's standing in class.

3. ACADEMIC. Used generally to describe that which pertains or belongs to an institution of higher education. When used to describe courses in higher education it refers to the literary, classical, or liberal, rather than the technical or professional. When used in reference to secondary education it refers to such courses as English, foreign languages, history, economics, mathematics, and science.

ACADEMIC-PROFESSIONAL PROGRAM. See COURSE, COMBINED.

ACADEMIC STANDING COMMITTEE. See COMMITTEE, ACADEMIC STANDING.

4. ACADEMIC YEAR. The period of the annual session, exclusive of summer school, September through June, usually divided into two semesters or three quarters. Sometimes described as the annual period of service of the faculty. PP 1953 Dw 1, Ey 2.

ACCEPTANCE FEE. See FEE, ACCEPTANCE.

5. ACCREDIT. To designate an educational institution as being of acceptable quality in criteria of excellence established by a recognized accrediting agency or association.

6. ACCREDITATION or ACCREDITMENT. The type of recognition held by an educational institution; the process of accrediting educational institutions. SC.

7. ACCREDITATION, CRITERIA FOR. The agency's or association's accepted qualitative and quantitative standards of excellence by which it evaluates the quality of training offered by an educational institution to determine whether it merits accreditation. Evaluation would include such items as the educational objectives and outcomes, educational programs, admission practices, student personnel and welfare services, institutional study, training and experience of instructional staff, financial stability, and laboratory and library resources.

8. ACCREDITING AGENCY or ASSOCIATION. An organization that sets up criteria for judging the quality of training offered by educational institutions, determines the extent to which institutions meet these criteria, and issues a list of the institutions, courses, or educational programs found to be of acceptable quality. Agency is the designation usually given to the accrediting organizations that work in the professional and technical schools, and association is the usual designation for those that operate on a regional basis at the secondary and higher levels. Members voluntarily meet the criteria of membership as defined by the accrediting organization. It is because nationally recognized accrediting agencies and associations are reliable authorities on the quality of training offered by an educational institution, that an institution's accredited status governs in a large measure the acceptability of its credits by other institutions. PP 1953 Cb 2.

ACHIEVEMENT TEST. See TEST, ACHIEVEMENT.

9. ACTION, DISCIPLINARY. An action, including counseling and penalties, taken by the officers or agencies responsible for handling disciplinary problems, after consideration of the disciplinary problem. PP 1954 Ey 6.

10. ACTIVITIES, EXTRACURRICULAR. Activities that are part of student life and generally considered to be of benefit to the student but are not part of the curriculum. The term COCURRICULAR is sometimes used as synonymous with EXTRACURRICULAR.

11. ACTIVITIES, EXTRAMURAL. A seldom used expression that refers to activities conducted outside the limits of the curriculum, and, less commonly, to noncredit classes conducted under the auspices of a college or university, but taught off the campus.

12. ADMINISTRATION. The determination and execution of policies; the officers who determine and execute policy.

ADMINISTRATIVE PERSONNEL. See PERSONNEL, ADMINISTRATIVE.

13. ADMISSION. Acceptance of a candidate for enrollment.

14. ADMISSION, BASIS OF. Refers to the method by which a candidate is admitted to college. TG 1952, 6; PP 1954 Ey 5.

See ADMISSION, METHODS OF.

15. ADMISSION, CANDIDATE FOR. One who seeks admission to a college Syn. APPLICANT FOR ADMISSION. PP 1953 Cb 1.

16. ADMISSION, CONDITIONAL UNDERGRADUATE. Admission granted a candidate who lacks the minimum secondary school preparation prescribed by the admitting institution. Conditional admission may place the student on probation for a specified period of time, or if a mature student, until such time as he has demonstrated his ability to do acceptable work.

17. ADMISSION(S), DIRECTOR OF. A frequently used title for the officer who is charged with the responsibility of admitting students. Other titles assigned to the position are Admissions Officer, Examiner, and Dean of Admissions. PT; SC; PP 1953 Cb 1; CA; CA2.

18. ADMISSION, GRADUATE SCHOOL. For admission to graduate standing an accredited baccalaureate degree and a specified grade average are generally required. Examinations, as for example the GRADUATE RECORD EXAMINATION, may also be required. Frequently the graduate dean or the major dean or department and a committee must approve the applicant, and personal recommendations may be required. The following types of admission are granted: REGULAR. Granted to persons of high scholarship in the field of study in which they wish to specialize and who are prepared to carry work in that field. TENTATIVE. Granted those who file an application during their final year of work toward a bachelor's degree, pending subsequent filing of satisfactory supplementary transcripts showing the degree awarded. UNCLASSIFIED. Granted those who are not working toward a degree. They are held to no special requirements regarding course sequences or related subjects. Work completed by unclassified students may be applied toward a degree later if it fits into an approved program of study and falls within the time limit for the degree. PROVISIONAL. Granted those who have not previously taken all of the courses required by the department in which they wish to specialize, but who are otherwise qualified. They must complete additional undergraduate or approved graduate courses to make up the deficiency, in addition to those required for their advanced degree. TRANSIENT. Granted a student in good standing in a recognized graduate school who wishes to enroll for any one term, and then return to his former school. CONDITIONAL. Granted one who has been graduated from an unaccredited institution. Permits him to continue taking graduate work only if in a specified amount of graduate work the quality of work is satisfactory. Tests and examinations designed to measure the abilities expected at this level of work may be required for conditional admission. Admission to graduate school gives the privilege of taking work. It does not imply that the student will later be admitted to candidacy for a graduate degree. See CANDIDACY, ADMISSION TO; PP 1953 Cy 2.

19. ADMISSION, METHODS OF. Common methods for admission to undergraduate standing are by certificate from an accredited secondary school with the recommendation of the principal; by passing entrance examinations, or by a combination of this with certificate, recommendations, and personal interview; or by transfer on presentation of evidence of having made a satisfactory record as a student in a college or university of recognized standing.

20. ADMISSION, NOTICE OF. The formal notice of acceptance to the candidate for admission which defines the status he will be allowed upon matriculation. Instructions for registration and other steps to be taken prior to registration usually accompany the notice. PP 1953 Cb 3.

21. ADMISSION, PROGRAM OF EARLY. Accepting for admission to the freshman class selected students who have finished a prescribed amount of secondary school work less than required for graduation. Evidence of exceptional scholastic ability, emotional stability, and social maturity are indices usually considered as indicating that they might profitably undertake college work sooner than most students.

22. ADMISSION, REJECTION OF. Denying a candidate admission if his record is such as to indicate that there is little probability that he will complete a course of study successfully or if his personal qualifications are such as to make it appear that he is unfit to be admitted.

Some colleges refer to this also as constituting denial of the privilege of continuing work if, after admission, a student's scholarship or personal qualifications do not continue to be satisfactory.

23. ADMISSION, SELECTIVE. Exercise of discretionary powers of selection by a college. Selection is based on merit as determined by the college rather than on order of application and is competitive, being limited to those who are felt best qualified personally and scholastically to benefit from the educational opportunities of the college. Academic achievement, recommendations, reports on character, personal qualities, entrance examinations, and a personal interview are important elements in the selective admission procedure. SC.

24. ADMISSION, UNCONDITIONAL. Granted a student who meets the prescribed secondary school preparation for admission to the college, and the specific subject requirements for the curriculum he wishes to pursue.

ADMISSION APPLICATION FEE. See FEE, ADMISSION APPLICATION.

25. ADMISSION BY CERTIFICATE, FRESHMAN. The method by which graduates of accredited secondary schools are admitted to many colleges, particularly the public colleges. The principal of a student's secondary school certifies that he has completed the secondary school courses and met the standards for certification and recommendation. SC.

26. ADMISSION BY CERTIFICATE AND EXAMINATION, FRESHMAN. Method of admission in which examinations are used to supplement the secondary school certificate. Used for students whose secondary school backgrounds appear to lack some desirable subjects, or for students who are from unaccredited secondary schools.

27. ADMISSION BY EXAMINATION. Method of admission which requires the candidate to pass entrance examinations. In private colleges this is usually a part of the selective admission procedure. In many public colleges examinations are used only for candidates who do not present a satisfactory certificate of graduation from a secondary school, who have graduated from unaccredited secondary schools, or whose record is below standard.

ADMISSION CERTIFICATE. See CERTIFICATE, ADMISSION or ENTRANCE.

28. ADMISSION COMMITTEE. The committee that establishes policies pertaining to the admission of students and the granting of advanced standing credit. PP 1953 Cb 2.

29. ADMISSION CREDENTIALS. All blanks and materials required in the admission procedure. PP 1953 Cb 2; SC.

30. ADMISSION INTERVIEW. Required especially in the selective admission procedure. Considered significant for what it reveals in borderline cases, especially if accompanied by a testing program. PP 1953 Cb 2; CA2.

31. ADMISSION POLICY. The established course followed in admitting students. It takes into consideration the nature of the college program, the purpose of the college, and available resources and facilities. CA.

32. ADMISSION PROCEDURE. The steps by which the candidate's eligibility for entrance to the college is evaluated. PP 1953 Cb 1, Cy 1; SC.

33. ADMISSION RECOMMENDATION. The secondary school's final evaluation of its candidate for admission to a college. SC.

34. ADMISSION RECORDS. Includes all information used in the admission procedure, of which correct and complete records of the previous academic work done by the candidate for admission are an essential part. SC; PP 1953 Cb 2.

35. ADMISSION REQUIREMENTS. Educational, personal, health, place of residence, and other qualifications established as requisites for admission. Requirements reflect the admission policy and implement it. SC; CA.

36. ADMISSIONS. As one of the basic areas of responsibility of the Registrar-Admissions Officer, admissions is defined as the contact with the counseling, evaluation, and induction of new students. PT; SC; PP 1953 Bb 2.

37. ADMISSIONS ATTRITION. The percent of those who are granted admission who do not enter. SC.

ADMISSIONS OFFICER. See ADMISSION(S), DIRECTOR OF.

38. ADMISSION TEST. A test used in the admission procedure. May be used as part of the selective admission procedure or, as in some public colleges, as a device for validating work of doubtful quality. SC.

39. ADMISSION TO ADVANCED STANDING. Granted on the basis of credit earned at another college, or on the basis of demonstrated educational attainment beyond the minimum required for admission. PP 1953 Cy 1, 2. See CREDIT, ADVANCED STANDING.

40. ADMISSION TO FRESHMAN STANDING. Granted on the general minimum requirement of graduation from an approved secondary school. Various required also are a specified subject pattern of secondary school units, a grade average or other measure of quality, rank in class, character report, principal's certification and recommendation, specified age, and test scores. PP 1953 Cy 1.

41. ADMISSION TO SPECIAL STANDING. Granted on individual consideration of the candidate's age, tests of college ability, and personal recommendations, to those who can not meet the general minimum admission requirements. PP 1953 Cy 2. See STUDENT, SPECIAL or UNCLASSIFIED.

42. ADMISSION WITH DEFICIENCY. Admission granted a candidate who lacks a specific required subject.

43. ADULT EDUCATION. Any organized program of education that seeks to provide through formal and informal group leadership opportunity for adults and out-of-school youth to further their education, regardless of their previous educational attainment. The U.S. Office of Education's adult education category refers to students taking courses of other than college grade on campus or on a branch campus. CC; US.

ADVANCED CREDIT PLAN. See CREDIT, ADVANCED STANDING.

ADVANCED PLACEMENT. See PLACEMENT, ADVANCED.

ADVANCED STANDING CREDIT. See CREDIT, ADVANCED STANDING.

ADVISEE. See COUNSELEE.

ADVISER. See COUNSELOR.

44. AGE. In reports it is customary to use age at last birthday on or prior to September 1.

AID, STUDENT. See FINANCIAL AIDS.

45. APPLICANT FOR ADMISSION. One who requests admission to a college. Syn. CANDIDATE FOR ADMISSION.

46. APPLICATION, MULTIPLE. Simultaneous application for admission to a number of colleges.

47. APPLICATION, PRELIMINARY. Notice, usually on a blank obtained from the college, by one not yet eligible or prepared to file a formal application for admission, of his desire to be considered a prospective candidate for a future year. It assures continuing contact with the admissions office and the receipt of announcements, and the formal application blank at the proper time.

48. APPLICATION BLANK FOR ADMISSION. A record form for collecting educational and other data on candidates for admission. It is the means by which formal communication is initiated between the candidate and the college. PP 1953 Cb 1, Cy 1; SC.

49. APTITUDE, ACADEMIC. The capacity and ability to achieve future success in academic subjects.

APTITUDE TEST. See TEST, APTITUDE.

50. ARTICULATION. The extent to which the many elements of the educational program are interrelated and interdependent, the aim being the attainment of maximum efficiency in the educational process, as for example, the effective transition of students from secondary school to college.

51. ASSISTANTSHIP. Awarded to graduate and advanced professional students in recognition of unusual competence and promise. Assistants usually have specified obligations to their major department in return for a stipend.

52. ATTENDANCE, CLASS. Depending on the rules of the college, to attend classes for which they are registered is either a requirement or a privilege extended to students when they are admitted and for as long as they remain in good standing.

53. ATTENDANCE, DATES OF. For record purposes each semester, quarter, or term is designated by the academic year, and each summer session by the calendar year and the length of the session in weeks. TG 1952, 6.

54. AUDITOR. One who enrolls for informational instruction only. Regular attendance at class or classes is customary without other participation and without credit. In reports to the U.S. Office of Education no count of auditors is requested, for the reason that they are not considered a part of either the college-grade or noncollegiate enrollment. US.

55. AVERAGE (AVER. or A). The ordinary average, better called the mean, which is the sum of a number of measures or quantities divided by their number. O or S.

56. AVERAGE, GRADE-POINT. A measure of average scholastic success obtained by dividing the total number of grade points by the total number of hours of course work taken.

AVERAGE SCORE. See SCORE, AVERAGE.

57. AWARD. Recognition given for achievement; one of several designations for the recognition given for the completion of an educational program of less than four years of college work.

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BACHELOR'S DEGREE. See DEGREE, BACHELOR'S.

BATTERY OF TESTS. See TESTS, BATTERY OF.

58. BOND, STUDENT. Required by some colleges of every student on being admitted. Executed by his parent or guardian or other person or corporation satisfactory to the college, it guarantees payment of any and all charges which the student may incur and fail himself to pay.

BRANCH CAMPUS. See CAMPUS, BRANCH.

BRANCH COLLEGE. See COLLEGE, BRANCH.

59. BUDGET PLAN. Estimating proposed expenditures for a given period or purpose and the proposed means of financing them. A budget, when approved by proper authorities, is an authorization to incur the expenditures and collect the income as set forth therein.

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60. CALENDAR. The divisions of the full school (college) year. The school year usually consists of two semesters and a summer session; or of four quarters. The academic year, which is the major division of the school year, usually consists of two semesters or three quarters, and, in general, begins in September or October and ends with commencement day in June. Sometimes the catalogue is called THE CALENDAR. PP 1953 Dw 1.

61. CAMPUS, BRANCH. A campus away from the educational institution's main campus on which students are counted as resident students.

62. CANDIDACY, ADMISSION TO. Refers to admission to candidacy for the master's degree or for the doctor's degree after specified requirements have been met.

CANDIDATE FOR ADMISSION. See ADMISSION, CANDIDATE FOR.

CAPACITY USE. See USE OF SPACE.

63. CAREER DAY. A planned program in the secondary school that is designed to aid students in considering the relation between the selection of a vocation and the formal educational training required. Considered a preparation to a COLLEGE DAY. ACAC.

64. CATALOGUE. The publication, usually issued annually or biennially, designed to present in as compact form as possible the information needed by prospective students and students, by the faculty and staff, by advisers, registrars, and admissions officers, and by agencies and any other individuals and groups who require a view of the educational program of an institution as a whole. Under each head it may summarize information that is given in fuller detail in separate bulletins of the colleges and the schools of a university. It is considered the basic publication, the general reference for information and authority. It is sometimes referred to as THE CALENDAR or THE REGISTER. PP 1953 Bb 2, Cb 1.

CATALOGUE NUMBER. See COURSE NUMBER.

65. CENSUS DATE. An established date each term on which a count of the total individual active resident credit enrollments is made for report purposes. In the quarter plan the date is usually the close of the second week of instruction and in the semester plan the close of the third week. Similar or identical dates are set for counting enrollments in nonresident divisions. SR 6 or FR. In Montana, the census date is the end of the fifth week of each quarter or semester.

66. CENTRAL TENDENCY. The point on the scale about which the measures composing a frequency distribution tend to group themselves. The most common measure of central tendency is the mean. The median and mode are the other common forms. O or S.

67. CERTIFICATE. Document issued by constituted authority making one eligible to teach and defining what one may teach; recognition given for the completion of an educational program of less than four years

of college work; brief official statement of facts selected from the records, as contrasted with an official complete transcript. PP 1953 Eb1, Ey 3.

68. CERTIFICATE, ADMISSION or ENTRANCE. The secondary school record that is submitted with the application for admission. It signifies that the candidate meets the school's certification and recommendation standard.

69. CERTIFICATE, HIGH SCHOOL EQUIVALENCY. Issued by state departments of education on the basis of evidence that a person has completed the equivalent of a high school course, and accepted by some colleges in lieu of regular high school certificate.

CHANGE OF REGISTRATION. See COURSE, CHANGE OF.

70. CHART. A systematic arrangement of data in graphic or pictorial form, with appropriate title, legend, and labels.

CHECK, ACADEMIC PROGRESS. See PROGRESS CHECK, ACADEMIC.

71. CLASS. The regularly scheduled meeting of an academic course; a group of students assembled for instruction; a group of students whose graduation date is the same--freshman, sophomore, junior, senior; in statistics, the limits that define each part of the class interval of a distribution or the cases falling within it.

72. CLASS, EXTENSION. A group of students who meet regularly for a course provided by an education institution at an extension center. Typically an extension class consists of part-time students, in a course that may carry college credit or be noncollegiate.

73. CLASS, REGULAR. A college-grade class which is attended typically by students working toward a degree or similar formal award--exclusive, however, of such classes in extension. US-AACRAO joint definition.

74. CLASS, SPECIAL HONORS. Standard lectures, conferences, and quizzes especially adapted to superior students and requiring attendance.

75. CLASS CARD. The official form that authorizes admission to a course or course section.

76. CLASSIFICATION. A student's status in respect to progress toward the completion of his curriculum--freshman, sophomore, junior, senior--usually based upon the number of hours or courses to his credit at the time of registration. Some colleges add a scholarship requirement for advancement to another class. Classification is for extracurricular as well as academic purposes.

CLASS SCHEDULE. See SCHEDULE, CLASS.

77. CLOCK-HOUR, STUDENT. In unit-cost studies it represents one hour of instruction given one student. Class periods of from fifty to sixty minutes are usually counted as one clock-hour. SR 3.

78. CODING. The assigning of new labels, usually numeric, to improve the speed and precision of handling data. Student numbers are a special coding problem for Registrars. PP 1953 Fw 1, 2.

79. COEFFICIENT OF CORRELATION (r). Obtained by the product-moment method, it is an index of rectilinear or straightline correlation or relationship between two sets of measures for the same group of individuals, which ranges in value from + 1.00 through zero to - 1.00. A value of + 1.00 indicates perfect positive correlation, one of zero no correlation at all, and - 1.00 perfect negative correlation. O or S; MT.

80. COEFFICIENT OF REGRESSION (b). An expression that shows the average change in one of two associated variables for each unit change in the other. Thus if the coefficient of regression of one variable on the other is .75 it means that on the average the first variable will increase .75 unit for every increase of one unit in the other, and will, on the average, decrease .75 unit for every decrease of one. O or S.

81. COLLEGE, BRANCH. A unit of an educational institution that is located away from the parent institution and whose students are counted as resident students. Usually it has its own local general administrative officers, and may have its own separate faculty.

82. COLLEGE, GENERAL. Used to describe the distinct organizational unit of a university, frequently for all freshmen and sophomores, or for special groups of freshmen and sophomores, that attempts to acquaint students with the major areas of essential knowledge and experiences, and to help them discover the relatedness of knowledge, as a basis for an adequate formal education, as well as a continuing education throughout life.

83. COLLEGE CORPORATION. A body politic and corporate as defined in the charter, usually the President and Trustees.

84. COLLEGE DAY or COLLEGE NIGHT. A planned program in the secondary school in which qualified college representatives counsel with students who are interested in college and with their parents about college attendance. A climax to the school's college guidance program and considered a follow-up to CAREER DAY. SC; ACAC.

85. COLLOQUIUM. Reading course on important books usually with group discussion led by a panel of experts from different subject areas.

86. COMMENCEMENT. The graduation ceremony. See GRADUATION.

87. COMMITTEE, ACADEMIC STANDING. A designation for the committee that establishes policies and make decisions on questions relating to the academic status of students, as for example, questions about the awarding of degrees and the imposition of academic discipline.

88. COMMITTEE, STANDING. A regularly constituted committee. May be appointed for a definite period of time or be a continuing committee.

89. COMMITTEE SYSTEM. Method of determining policies or procedures through committee action.

CONCURRENT REGISTRATION or ENROLLMENT. See REGISTRATION, CONCURRENT.

90. CONDITION, ADMISSION or ENTRANCE. The term designating lack of the minimum secondary school preparation prescribed by the admitting

institution, which the student must meet before he can receive unconditional admission.

91. **CONDITION (MARK).** Given when work is deficient in some respect but not of such character as to deserve a failure. After a stated time the removal of the condition may be prohibited and the mark left permanently on the record. In some colleges it is changed to Failure. PP 1953 Ey 2.

92. **CONDUCT, STUDENT REQUIREMENT.** The responsibility of exercising discerning judgment and being personally responsible for absorbing and complying with the social patterns of the college community.

93. **CONFERENCE, PRINCIPAL-FRESHMAN.** A feature of the guidance program in some colleges, which aims to articulate high school and college instructional programs, and to promote better relations between colleges and secondary schools. Students are given the chance to air their adjustment problems and needs with their former principals and counselors at the time they are invited to the campus, and both principals and students are permitted to discuss some of these problems and needs with college teachers and counselors. SC.

CONSTANT ERROR. See **ERROR, CONSTANT.**

CONTACT HOUR. See **WEEKLY CONTACT HOUR.**

94. **CONTRACT OF ENROLLMENT.** The agreement to pay tuition and other charges to the educational institution into which the student is assumed legally to enter when he enrolls, even though he may not be of age when he enrolls. BA2.

95. **CONTRACT RELATIONSHIP.** The contract a candidate, having received a class designation upon admission, is considered to have made to fulfill all of the requirements stated in the catalogue issue for that class. Common practice is to allow a student five to seven years from the date of entrance upon a curriculum to complete the curriculum under the requirements and regulations in force at the time of entrance. After that current requirements may have to be met.

CONTROL GROUP. See **GROUP, CONTROL.**

CO-OPERATIVE ARRANGEMENT. See **COURSE, COMBINED.**

96. **CO-OPERATIVE PLAN or PROGRAM.** Also referred to as **WORK-STUDY PLAN or PROGRAM**, it provides for the integration of classroom work and practical experience through alternate attendance at class and employment in business, industry, or government. Alternate student plan provides for the budgeting of time in co-operative classes in which each student is paired with another on the same job, one student working full time for a specified time and then returning to school, while his alternate takes his place for the same length of time. Nonalternate student plan assigns only one student to each job and allows him to work for the whole period of the co-operative course. Under the co-operative plan the student combines actual working experience with his college studies. It may relieve him of a long apprentice program following graduation.

97. **CORPORATION, EDUCATIONAL.** Any chartered enterprise engaged in education. Includes philanthropic foundations dedicated to some purpose deemed educational by the courts.

98. CORRELATION. The relationship between two or more series of data relating to the same individuals. The method of correlation is the study of paired facts. For example, one may wish to compare the mark of each student on one subject with his mark in the other. Such a comparison is usually summarized by statistical methods into a single figure or index, of which the coefficient of correlation is the most commonly used. If the two series of measures or variables being compared vary together; that is, if as one increases the other also increases, the correlation is said to be positive or direct; whereas if as one increases the other tends to decrease, it is said to be negative or inverse. O or S; MT.

99. CORRELATION, MULTIPLE. The correlation of one variable with two or more other variables in combination, weighted so as to yield the maximum correlation with the first variable. O or S.

100. CORRELATION, PARTIAL. The method of correlation involving three or more variables in which the net relation between two traits or variables is determined, when the influence of one or more other traits or variables is held constant. O or S.

CORRELATION COEFFICIENT. See COEFFICIENT OF CORRELATION.

CORRESPONDENCE COURSE. See COURSE, CORRESPONDENCE.

COST, STUDENT UNIT. See UNIT COST, STUDENT.

101. COUNSELEE. A student being assisted by means of counseling.

102. COUNSELING. Assisting the student to clarify his education objectives and to plan his program wisely. Assiting him to think through and solve any problem, which if neglected, might hinder scholastic, personal, or professional success. SC.

103. COUNSELING, GROUP. Although frequently used, it is considered best to restrict the term counseling to individual guidance. Often used to describe group conference activites, as for example a college-career day conference.

COUNSELING, PRECOLLEGE. See GUIDANCE, PRECOLLEGE.

COUNSELING, VOCATIONAL. See GUIDANCE, VOCATIONAL.

104. COUNSELOR. One assigned to help the student with academic and personal problems, generally on the basis of a reciprocal exchange of ideas. Used interchangeably with ADVISER. Where a distinction is made the latter term usually refers to one assigned to help the student plan his program of studies.

105. COURSE. Organized subject matter in which instruction is offered within a given period of time and for which credit toward a graduation or certification is usually given.

106. COURSE, CHANGE OF. The procedure, parallel in most respects with the original registration, through which a student makes a post-registra-tion change in his schedule of classes. PP 1953 Db 2.

107. COURSE, COLLEGE-GRADE. One that carries credit toward a bachelor's or higher degree or equivalent recognition, whether in the given institution, or by transfer to another institution. US.

108. COURSE, COMBINED. Also referred to as ACADEMIC-PROFESSIONAL PROGRAM and SENIOR. In Absentia PLAN, it is an arrangement by which a student may pursue a combined liberal arts and professional curriculum and secure an academic degree and a professional degree in a specified period of time at a university that has both programs, or under a co-operative arrangement between a liberal arts college and a professional school. In the co-operative arrangement the usual procedure is for the student to complete work through the junior year with an acceptable record, finishing required subjects and the work of the junior year in his major and related work, and completing satisfactorily the first year in the approved professional school, in order to obtain his academic degree. In engineering, for example, the usual pattern, frequently called the three-two plan, provides that a student attend a liberal arts college for three years, taking a program agreed upon between the two institutions, and then attend the engineering school for two years. If his work is satisfactorily completed he receives the bachelor of arts degree from the liberal arts college at the end of his fourth college year, and at the end of his fifth year the bachelor of science degree in engineering from the engineering school. The engineering degree is normally based on a four-year curriculum in engineering.

109. COURSE, CORRESPONDENCE. A course offered in a correspondence study program. Correspondence courses may or may not have counterparts in residence, but are the equivalent of residence courses of the same level and credit value in the institution, as determined by their approvals through the regular institutional procedures for residence courses and their officially published descriptions. National University Extension Association recommendation.

110. COURSE, EXTENSION. A course offered in an extension center. Extension courses may or may not have counterparts in residence but are the equivalent of residence courses of the same level and credit value in the institution, as determined by their approvals through the regular institutional procedures for residence courses and their officially published descriptions. National University Extension Association recommendation.

COURSE, EXTRAMURAL. See ACTIVITIES, EXTRAMURAL.

111. COURSE, GRADUATE PROBLEMS. A course that enables a graduate student to work on a problem independently of other graduate students. It may be of the nature of a thesis, though not so extensive.

112. COURSE, HONORS. A course limited to superior students. It provides for independent work and greater student responsibility for his own progress, emphasizing reading and self-instruction, and usually freeing the student from regular classroom attendance and regular course requirements. Direction and instruction of the student is usually handled by tutors who instruct students individually, and in some cases by preceptors, who serve as counselors in charge of the student's general program and development.

113. COURSE, INFORMAL. A noncredit course that provides continuing education opportunities for adults and out-of-school youth.
114. COURSE, NO-GRADE. One in which pass or credit, or not-pass are given. No-grade courses generally are not considered in the computation of a student's grade-point average.
115. COURSE, NONCREDIT. One for which no credit is granted and which is not part of a curriculum pattern.
116. COURSE, NONRESIDENT. A course taken apart from resident courses, as for example, extension and correspondence courses. TG 1952, 9.
117. COURSE, PREFRESHMAN (PREADMISSION) REVIEW. A course provided by a college, often during the summer, to better prepare prospective students for college courses.
118. COURSE, SHORT. One which lasts considerably less than the regular semester, term, quarter, or session in which it is given, but offers instruction on at least four separate days. Ordinarily, such a course is without reference to, or credit toward, a degree. A short course is typically either an abbreviation of a more usual or standard course in the subject, a brief review of a broad area of practical knowledge, a refresher course, or an intensive study of a narrow segment of a subject (often at the postgraduate professional level). Instruction in a short course is conducted face-to-face--not by mail, radio, or television. Examples are a five-day course on the operation of farm machinery, and a three-weeks course, meeting three hours each week, on recent advances in abdominal surgery. US-AACRAO joint definition.
119. COURSE, SURVEY. One designed to give a general view of an area of study. May be designed to introduce an unfamiliar field to students before they undertake specialized work, or to provide them with broad, general concepts about an area in which they may or may not plan to specialize.
120. COURSE, TERMINAL. Usual designation of a course, especially a course offered in a junior college, which is practical or technical in content, as opposed to courses designed to meet academic standards for college credit courses. See PROGRAM, TERMINAL-OCCUPATIONAL.
121. COURSE, TRAVEL. A planned tour providing credit normally at the rate of one credit hour for each full week of travel. As a part of the credit requirement a student does preliminary reading in preparation for a tour and makes a summary report evaluating the educational features of the tour.
122. COURSE, TUTORIAL. Permits a qualified student to do independent work under the direction of a regular staff member. Tutorial courses carry resident credit. The student reports periodically to his instructor, is examined upon assigned work, both orally and by written tests, submits written reports on assignments studied, and is required to pass a final written examination.
123. COURSE NUMBER. Indicates the class level of a course. Syn. CATALOGUE NUMBER. PP 1953 Ey 2; TG 1952, 8.

124. COURSE OF STUDY. An official guide to teaching a given subject or area of study.

125. COURSE PREREQUISITE. The preliminary requirement that must be met before a certain course can be taken.

126. COURSE REPETITION. Taking a course over to make up a failing mark, to raise a grade, or to get additional knowledge of the subject.

127. COURSE TITLE. The descriptive name of the course. It gives a general idea of the content of the course. TG 1952, 9.

CREDENTIALS, ADMISSION. See ADMISSION CREDENTIALS.

128. CREDIT. The award granted for completing a course, usually described in semester, term, or quarter hours. See CREDIT UNIT.

129. CREDIT, ADVANCED STANDING. On credentials it is given for work done in accredited higher institutions in accordance with established regulations; by examinations it is given to resident students registered as candidates for a degree under approved regulations covering work done in unaccredited institutions, private study, or technical employment. By tests it is given by some colleges to students newly admitted from secondary schools under the ADVANCED CREDIT PLAN. See PLACEMENT, ADVANCED.

130. CREDIT, DEFERRED. Credit accepted provisionally, as from an unaccredited college, until after advanced work has been completed in a satisfactory manner.

131. CREDIT, EXTENSION. Credit granted for the completion of a course offered in extension as contrasted with resident credit.

132. CREDIT, MILITARY SERVICE. Given for military service experiences of an educational nature. PP 1953 Cb 2; Cw 1, 2.

133. CREDIT, NONCOLLEGE. Includes secondary school credit, even if earned after graduation from secondary school, or credit for work in unaccredited schools at any level. PP 1953 Cy 2.

134. CREDIT, PROFESSIONAL. Credit toward a professional degree. See DEGREE, PROFESSIONAL.

135. CREDIT, RESIDENT. Credit earned for completion of courses taught under a college's residence program, as differentiated from extension and correspondence credit.

136. CREDIT, TRANSFER. Credit accepted from another college for application toward a degree. PP 1953 Cy 2; CG.

137. CREDIT, VALIDATION OF. Allowing for application toward a degree credit that was accepted provisionally from an unaccredited college, for example, pending a satisfactory record during a specified period of residence.

138. CREDIT, WORK-EXPERIENCE. Credit accepted towards graduation in curricula that include courses that duplicate one's experience.

139. CREDIT, YEAR-COURSE. Used by some colleges to designate credit granted a student who successfully completes the second semester, for example, of a year course without having credit in the first semester of the course and successfully completing the comprehensive year-course examination.

140. CREDIT BY EXAMINATION. Credit granted for satisfying the requirements of a course by written or oral examination, without the student's having been formally enrolled for the course. PP 1953 Cy 2.

141. CREDIT CONVERSION. Quarter hours multiplied by two-thirds equal semester hours. Semester hours multiplied by one and one-half equal quarter hours. Session hours or year hours multiplied by two equal semester hours. Session hours or year hours multiplied by three equal quarter hours. Term hours multiplied by weeks in term over eighteen equal semester hours. Term hours multiplied by weeks in term over twelve equal quarter hours.

142. CREDIT-GRANTED UNIT. In unit-cost studies it represents the number of students in each class who completed the term with satisfactory grades, multiplied by the number of credits earned by each student. SR 3.

143. CREDIT HOUR. Defined by the number of hours per week in class, and the number of weeks in the session. One credit hour is usually assigned to a class that meets fifty minutes a week over a period of a semester, quarter, or term; or laboratory, field work, drawing, music, practical arts, physical education or other type of instruction, that meets two hours a week for a semester, quarter, or term. PP 1953 Ey 2.

144. CREDIT-HOUR, SEMESTER. In unit-cost studies it represents one semester-credit-hour of instruction regardless of the enrollment in the courses offered. FR or SR 3.

145. CREDIT-HOUR, STUDENT. In unit-cost studies it represents one student under instruction for a period of time for which one hour of credit is granted. The total student-credit-hours is determined by multiplying the credit-hour value of each course by the number of students registered in the course. The total credit hours for the college is the summation of all the credit hours thus obtained. FR; SR 3 or SR 6.

146. CREDIT UNIT. A unit of academic credit in respect to amount of work accomplished. May be a quarter credit or quarter hour, semester credit or semester hour, major, course unit, or other measurement. On transcripts credit units are defined by total weeks, including number of recitations or lectures and laboratory equivalents devoted to one such unit. Units of credit are used in computing the amount of work required for graduation. TG 1952, 8.

147. CURRICULUM. A body of courses required for a degree or diploma, or constituting a major field of study. TG 1952, 7.

148. CUT. An unexcused absence. See ABSENCE.

149. DATA. Data include all concepts, facts, and principles that are used as a basis for drawing conclusions, making inferences, or carrying out investigations. CRUDE DATA are comparatively rough approximations, as for example, measurements made by an instrument with large units. GROUPED DATA are those that have been tabulated into a frequency distribution. UNGROUPED DATA are those that are in the form in which one gathers them.

150. DEAN'S LIST. Common designation for the published term list of full time undergraduate students who have made an honor average for the term.

151. DECILE. One of the points that divide the total number of cases contained in a frequency distribution into ten equal parts; that is, into ten parts each of which contains the same number of cases. One tenth of all the cases, for example, lies at or below the first decile and nine tenths at or above it. O or S.

152. DEFICIENCY, ADMISSION or ENTRANCE. The term designating lack of a specific subject which the student must complete before he can be given unconditional admission to an educational institution, or to a division whose pattern of prescribed units his preparatory work did not follow. Entrance deficiencies usually must be made up before the beginning of the sophomore year.

153. DEFICIENCY, REMOVAL OF. An admission or entrance deficiency may be removed by completing the course in a secondary school; by taking noncredit courses on campus; by doing extra work in the field of the deficiency in addition to the usual degree requirements (three semester hours of credit being considered equivalent to one secondary unit, for example); by completing courses in correspondence, extension, or summer school; by examination; by attaining a specified level of scholarship which automatically cancels it; or by demonstrating competence in the area of deficiency in some other manner recognized by the college.

154. DEFICIENCY, SCHOLASTIC. Incurred when the ratio of grade points to hours falls below the standard required for graduation, or some other specified standard.

155. DEGREE. Title bestowed as official recognition for the completion of a curriculum, or for a certain attainment. The first is an earned degree; the latter an honorary degree.

156. DEGREE, ADVANCED PROFESSIONAL. A degree beyond the first professional degree in a given professional field. It is either a second-level degree or doctorate. The second-level degree in a professional field may be the second professional degree, as for example, Master of Education, Master of Laws, or Master of Electrical Engineering, or a higher professional degree below the level of the doctorate, as for example, the degree of Electrical Engineer. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Engineering, Doctor of Public Health, and Doctor of Philosophy in any professional field. US.

157. DEGREE, ASSOCIATE. The title conferred for completion of an educational program of less than four years of college work, or for the completion of the curriculum of a junior college; sometimes spoken of as a degree, diploma, certificate, or award. US.

158. DEGREE, BACHELOR'S. A first-level degree granted upon completion of a course of study in a given field and based on at least four years of college work, or the equivalent thereof. See DEGREE, FIRST-LEVEL.

DEGREE, DOCTOR'S. See DOCTORATE, THE.

159. DEGREE, EARNED. Bestowed in recognition of the fulfillment of certain academic requirements, as contrasted to honorary.

160. DEGREE, FIRST-LEVEL. The first degree granted upon completion of a course of study in a given field. No account is taken of the years of preparation required for a given first-level degree except that the degree must be based on at least four years of college work, or the equivalent thereof. The first-level degree is ordinarily a bachelor's degree, but exceptions occur in certain professional fields, as for example in law, where the Bachelor of Laws may be the student's second degree, but is still a first-level degree in the field of law. All first professional degrees, whether in name they are bachelor's, master's, or doctor's degrees are considered first-level degrees. US.

161. DEGREE, FIRST PROFESSIONAL. The first professional degree in a given professional field is the first degree signifying completion of the academic requirements for practice of the profession. This is usually a bachelor's degree, as for example the B.S.Ed., B.S. in Eng'g B.D., and LL.B. In certain professional fields, however, notably Library Science and Social Work, the master's degree is, in most institutions, granted without a preceding professional degree in the same field. Where this is the case, the master's degree of M.L.S. and M.S.W. constitute first professional degrees. Similarly, in the field of Business and Commerce, the M.B.A. is, in several institutions, a first professional degree. The same applies to the master's degree in the professional fields of Public Administration and Industrial Relations. In the field of Law, the J.D. is, in nearly all institutions, a first professional degree. In the health professions, the degrees of M.D., D.D.S. (or D.M.D.), and D.V.M. are regularly the first professional degrees in Medicine, Dentistry, and Veterinary Medicine, respectively. All first professional degrees, whether in name they are bachelor's, master's, or doctor's degrees, are considered first-level degrees. U.S.

162. DEGREE, HONORARY. Bestowed in recognition of outstanding achievement of merit, without reference to the fulfillment of academic requirements for degrees in course.

163. DEGREE, MASTER'S. Typically, an advanced academic degree ranking above the bachelor's degree and below the doctorate. Sometimes a first professional degree. See DEGREE, SECOND-LEVEL.

164. DEGREE, PROFESSIONAL. Granted for the completion of a curriculum preparing one to enter a profession. See DEGREE, FIRST PROFESSIONAL; DEGREE, ADVANCE PROFESSIONAL.

165. DEGREE, SECOND BACHELOR'S. A first degree in another field for which a student may ordinarily qualify by completing an additional academic year of study and meeting requirements for that degree. Ordinarily a student who has not completed all requirements for a first bachelor's degree in a regular four-year curriculum may qualify to receive two bachelor's degrees by completing an additional year of study and meeting requirements for the respective degrees.

166. DEGREE, SECOND-LEVEL. The second degree in a given field, or a degree beyond the first-level degree but below the doctorate. Ordinarily the second-level degree is a master's degree. Exceptions occur in certain professional fields, as for example, in Library Science, where the M.L.S. is the first professional degree. See DEGREE, FIRST PROFESSIONAL. US.

DEGREE, SECOND PROFESSIONAL. See DEGREE, ADVANCED PROFESSIONAL.

167. DEGREE WITH DISTINCTION. Awarded students who in their studies and in an examination usually held near the close of the senior year give evidence of unusual achievement in a major field of interest.

168. DEPOSIT. Made to cover certain contingencies. All or part may be returned, depending upon the charges incurred by the student. A laboratory breakage deposit is an example.

169. DEPOSIT, ADVANCE. A fee payable within a specified date of acceptance by a candidate for admission guaranteeing intention to enroll. The fee may be refundable upon cancellation of proposed registration up to a certain date. Usually it is applied to fees at registration.

170. DEVIATION. The spread or variability of the measures of a distribution with reference to any given point.

171. DEVIATION, MEAN (MD). The mean or average of the deviations of a set of measures around either the mean or the median. O or S.

172. DEVIATION, MEDIAN (M_{DD}). The median of the deviations about a given point, usually the mean. Fifty percent of the scores or measures in a normal distribution lie not more than one median deviation from the mean and the other 50 percent not less than this distance from it. To determine the median deviation of a normal distribution the standard deviation is computed and multiplied by .6745. O or S.

173. DEVIATION, QUARTILE (Q). The average distance out from the median that half of the measures on either side of the median lie. Expressed another way, it is one half the difference between the 25th and the 75th percentiles in a frequency distribution of measures. O or S.

174. DEVIATION, STANDARD (O or SD). One of the most common measures of dispersion or variability. It is based upon the squares of the actual deviations and is always found about the mean. In a normal distribution or curve it represents the distance from the mean to the point of inflection, or 34.13 percent of the area of the curve or, in other words, of the number of cases. Therefore, 68.27 percent of the cases in a normal distribution lie not more than one standard deviation from the mean. O or S.

DIAGNOSTIC TEST. See TEST, DIAGNOSTIC.

175. DIPLOMA. A document given by an educational institution certifying the completion of a curriculum or the conferring of a degree.

176. DIPLOMA MILL. An institution or organization that grants degrees with superficial requirements.

DIRECTOR OF ADMISSION(S). See ADMISSION(S), DIRECTOR OF.

177. DIRECTORY. Refers usually to the published alphabetical list of students, faculty, and administrative staff, containing home address, campus address, and telephone number.

DISCIPLINE. See ACTION, DISCIPLINARY; PROBLEM, DISCIPLINARY; RECORD, DISCIPLINARY.

178. DISCIPLINE, ACADEMIC. Refers to any faculty action, or other device used to indicate that a student's academic record does not meet the standards expected by the college.

179. DISHONESTY, SCHOLASTIC. Failure to maintain a high standard of honor in scholastic work. Includes especially plagiarism--appropriating passages from the writing of another and submitting them as one's own in work offered for credit; collusion--working with another in the preparation of written work that is offered for credit, unless such collaboration is authorized in advance; and cheating--giving or receiving, or offering or soliciting information, or the use of prepared material, in an examination or a quiz.

180. DISMISSAL. Involuntary separation of the student from the college is implied by the term dismissal. It may not be a permanent separation but neither is a definite time set when return is expected. Terms having the same meaning which are less commonly used and which could be replaced by Dismissal are Involuntary Withdrawal, Requested Withdrawal, Disqualification, Expelled, or Expulsion. PP 1954 Ey 7, 8, 9.

181. DISMISSAL, ACADEMIC. Involuntary separation of a student from his college because he has not met the academic requirements. PP 1954 Ey 8.

182. DISMISSAL, DISCIPLINARY. Involuntary separation of a student from his college as a result of action taken because of misconduct. PP 1954 Ey 8.

183. DISPERSION. The scatter or variability of the measures of a distribution about some measure of central tendency.

184. DISQUALIFICATION, ACADEMIC. ACADEMIC DISMISSAL is the suggested designation. PP 1954 Ey 8, 9.

185. DISQUALIFICATION, DISCIPLINARY. DISCIPLINARY DISMISSAL is the suggested designation. PP 1954 Ey 8, 9.

DISSERTATION. See THESIS.

186. DOCTORATE, THE. The designation for such advanced degrees Doctor of Philosophy, Doctor of Education, Doctor of Engineering, Doctor of

Science, and Doctor of Public Health. Only earned degrees are included in this category. US.

187. DOMICILE. The term residence as it refers to legal residence is used as synonymous with domicile. Domicile, except as constituted authority specifically defines it, is the place in which a person has a settled connection for legal purposes either because his true home is there or because it is assigned to him by law. It is the place where he is generally understood to reside with the intention of remaining there indefinitely or of returning there when absent. From the standpoint of the state university which must classify students as domiciled within or without the state for the purpose of assessing fees, it is a residence established in the state for a purpose independent of attendance at the university.

188. DOMICILE, PRINCIPLES AND PRACTICES OF. In principle: (1) Every person has at all times one domicile and no person has more than one domicile at a time. A domicile cannot be lost until another is gained. (2) The domicile of a wife is that of her husband. (3) The domicile of an unmarried minor is (a) that of the father during the father's life; (b) that of the mother after the father's death; (c) that of the parent with whom he lives if the father and mother have separate domiciles; (d) that of the parent who was granted custody by the court if the parents are divorced, or if custody was not granted it continues to be that of the parent with whom he lives, but if he lives with neither, it remains that of the father; (e) that of the grandparent with whom he lives, if neither parent is living and no guardian of his person has been appointed; otherwise, it remains at the place where the parent with whom he lived last was domiciled. (4) A guardian of a minor cannot change the domicile of a ward to a state other than the one in which the child was domiciled at the time of the guardian's appointment. (5) An alien cannot begin to establish domicile until he has obtained his first naturalization papers.

In practice a student's classification as an in-state or out-of-state student at time of admission is based on what the records show to be his fixed permanent residence. In general: (1) The domicile of a student of less than twenty-one years of age is in the state where his family has been domiciled for at least twelve consecutive months (a number of states require six months) immediately preceding the date of original or subsequent registration. The domicile of a student twenty-one years of age or over is in the state where he has been domiciled for twelve consecutive months subsequent to his twenty-first birthday or for twelve consecutive months immediately preceding the date of original or subsequent registration. (2) A student whose official records show his own or his parent's domicile to be outside the state is prima facie a nonresident of the state, and the burden is upon the student to prove the contrary. (3) A nonresident of the state at the time of enrollment is held to that classification throughout his attendance as a student, except where he can prove that his or his parent's previous domicile has been abandoned and a new one established in the state independently of his attendance at the university. (4) Recognition is given to the guardianship of the person of a minor only if the guardian was appointed in the state in which the child was then domiciled. (5) In general children of parents who are in military service or in the service of the Federal government and who are stationed in the state, and children of

parents who are employed by the state, are classified as residents of the state for the purpose of assessing fees during the time that their parents are stationed or are living in the state, without regard for the usual residence requirement of twelve months. Likewise, children of parents in military or government service who are stationed elsewhere but who are understood to be primarily residents or citizens of the state are classified as residents.

In requesting change of residence classification resulting from the establishment of a new domicile, the burden of proof is upon the student. Proved actual residence and intention to remain must exist simultaneously in accordance with the principles of domicile.

DUPLICATION OF COURSES. See COURSE REPETITION.

—NOTES—

EDUCATIONAL CORPORATION. See CORPORATION, EDUCATIONAL.

189. ELECTION CARD. Card on which the student lists the courses for which he plans to register.

190. ELECTIVE. Any of a number of courses from which a student is allowed to select. A course not required in the curriculum which the student is following is referred to as a free elective.

191. EMPLOYMENT, STUDENT. A work appointment for which the student is paid for his service at a specified rate of pay. ACAC.

192. ENROLLMENT. The act of registering; the total number of different students enrolled. For recommended standard enrollment terminology see: ENROLLMENT, AVERAGE ACTIVE; ENROLLMENT, AVERAGE EQUIVALENT FULL-TIME; ENROLLMENT, TOTAL; ENROLLMENTS, INDIVIDUAL ACTIVE; REGISTRATION, ANNULLED or CANCELLED; REGISTRATIONS, DEPARTMENTAL STUDENT-CREDIT-HOUR; STUDENT, FULL-TIME EQUIVALENT.

193. ENROLLMENT, AVERAGE ACTIVE. The average of the number of individual active enrollments at established census dates each term, or obtained weekly. Active enrollments are total individual enrollments minus all cancellations and other eliminations to date. The count of active enrollments represents the student load in number of individuals as of specific dates. SR 6 or FR.

194. ENROLLMENT, AVERAGE EQUIVALENT FULL-TIME. The average equivalent number of full-time students at established census dates, equivalency being established by dividing the total student-credit-hours by the normal individual load of credit hours per year. SR 6 or FR.

195. ENROLLMENT, TOTAL. The number of individuals enrolled during a given school year and each academic period of that year. Includes all students who have registered, with payment of fees indicating completion of registration. Does not exclude students who do not remain in residence throughout the year. FR or SR 6.

ENROLLMENT CONTRACT. See CONTRACT OF ENROLLMENT.

196. ENROLLMENTS, INDIVIDUAL ACTIVE. The total individual enrollments at established census dates minus all cancellations and other eliminations to date. SR 6 or FR.

ENTRANCE EXAMINATION. See ADMISSION TEST.

ENTRANCE REQUIREMENTS. Syn. ADMISSION REQUIREMENTS.

197. EQUIPMENT, MACHINE. The kinds of machines designed to assist in office work procedures. Important among these are correspondence equipment, duplicating equipment, identification picture equipment, microfilm equipment, photocopying equipment, and punched card equipment. ME.

198. ERROR, CONSTANT. One which tends to be in the same direction for all members of a given group. Constant errors do not affect the coefficient of correlation, but do affect the mean and all other measures of central tendency. Any such measures will be in error by an amount equal to the average of the constant errors in the data from which it is derived. O or S.

199. ERROR PROBABLE (PE). The unit of measurement representing chance changes from one measurement to another. For a normal distribution it is 0.6745 times the standard error, the standard error being the standard deviation of the errors.

200. EVALUATION. The study of a transcript from another institution for the purpose of estimating the number and quality of previous courses that are comparable to those required in the present college program. PP 1953 Cb 2,3.

201. EVALUATION, ENTRANCE. The procedure through which it is determined whether a candidate is admissible under the entrance requirements, and what status will be given him under the certificate or degree requirements which apply to him. PP 1953 Cb 2,3.

EVALUATION FEE. See FEE, ADMISSION APPLICATION.

202. EXAMINATION. An appraisal of ability or achievement; the instrument used in making such an appraisal. The instrument may be the essay or traditional examination, the objective classroom examination, or the standardized educational test. See also entries under TEST.

EXAMINATION, ADMISSION. See ADMISSION TEST.

203. EXAMINATION, ADVANCED STANDING. Taken by a regularly enrolled student to receive credit in a course offered in the college for work in which he has attained the necessary proficiency through study in an unaccredited college, private study, or technical employment. Given by some colleges to entering freshmen with exceptional ability, permitting them to begin their work with advanced credit in one or more subject matter areas. See PLACEMENT, ADVANCED. See also EXAMINATION FOR CREDIT.

204. EXAMINATION, COMPREHENSIVE. Designed to measure proficiency in various areas of learning rather than in a single subject. In colleges that require it for the bachelor's degree, the examination is taken, usually near the close of the senior year, in the student's field of concentration and related fields.

205. EXAMINATION, COURSE. The final examination given at the end of the term. When it is a regular part of the course the student is not considered to have completed the course until he has taken the final examination. In the event of a conditional failure a student may be allowed another examination at a later date in lieu of repeating the course in class. This is usually referred to as RE-EXAMINATION.

206. EXAMINATION, FINAL ORAL (DOCTOR'S). A public examination held under the auspices of the committee in charge of the candidate's program of study. The candidate must defend his thesis and otherwise satisfy

the committee of the faculty of the graduate school that he is fitted to receive the degree.

207. EXAMINATION, GENERAL. Designed to test a student's understanding of the entire field in which he has chosen to concentrate and not to test merely his detailed knowledge of the subject matter of such courses as he has taken in that field. Until he can give satisfactory evidence in the general examination of this ability, no student concentrating in any field where such examinations are required is eligible for his degree, whatever may be his record in courses. Students enrolled in fields in which general examinations are required usually take these examinations in the year of candidacy for the degree. In some fields, a part of the general examination is taken before the senior year.

208. EXAMINATION, GRADUATE RECORD. An examination of the Educational Testing Service required in support of the application for admission in many graduate schools; in others in support of the application for admission to candidacy for a degree.

209. EXAMINATION, MAKE-UP. An examination given to a student who had an excuse from a final examination; or to remove a mark of Incomplete.

210. EXAMINATION, PROFICIENCY. (1) One taken to fulfill a course prerequisite. A satisfactory mark gives admission to the course, but does not give credit in the prerequisite. (2) One taken to meet a graduation requirement, as for example, an examination to satisfy the requirement of proficiency in the use of English.

211. EXAMINATION, QUALIFYING (DOCTOR'S). The examination that is given to determine the student's eligibility for candidacy for the degree. Usually it consists of a written and an oral examination. The written examination tests for proficiency in the required basic courses, in the major field, and in the minor. The purpose of the oral examination is to test the prospective candidate's ability to react creditably in dealing orally with professional subjects.

EXAMINATION, SPECIAL. See EXAMINATION FOR CREDIT.

212. EXAMINATION FOR CREDIT. Also designated SPECIAL EXAMINATION. As distinguished from COURSE EXAMINATION, it is an examination taken for credit for material mastered outside of class. The term ADVANCED STANDING EXAMINATION is used generally to describe any such examination, although some colleges restrict the latter term to the examination that must be taken within a specified short time after matriculation, and the former to one that may be taken at any time during a student's college career.

EXAMINATION SCHEDULE. See SCHEDULE, EXAMINATION.

213. EXAMINER, COLLEGE. The officer who evaluates credentials and administers tests to determine the eligibility of candidates for admission. See ADMISSION(S), DIRECTOR OF.

214. EXCHANGE PROGRAM. Refers to the program arranged between colleges in the same or different countries which provides for an exchange of one or more students for a specified period of time. Usually each student pays the fees of the student with whom he exchanges places.

215. EXPULSION. DISCIPLINARY DISMISSAL is the suggested designation. PP 1953 Ey 2, 1954 Ey 9.

216. EXTENSION, COLLEGE or UNIVERSITY. Refers to the instructional activities represented by regularly scheduled courses at an extension center. Enrollment in extension consists of enrollment in such courses. The enrollment may be of college grade or noncollegiate. See EXTENSION CENTER; STUDENT, EXTENSION. (Extension, as here defined, is to be distinguished from such terms as Extension and Public Services and Extended Services, which are used to describe a variety of activities sponsored by educational institutions, especially the state universities, for the benefit of as many people as possible. These activities range from radio and television broadcasts to those of state-wide service agencies attached to the institution. BAL.)

217. EXTENSION CENTER. A place away from the campus where classes are provided on a relatively permanent basis. The program is apart from the regular residence program and usually there are restrictions on the number of credits that may be applied toward a degree. See STUDENT, EXTENSION.

EXTENSION CLASS. See CLASS, EXTENSION.

EXTENSION COURSE. See COURSE, EXTENSION.

EXTRAMURAL CLASS. See ACTIVITIES, EXTRAMURAL.

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F

218. FACULTY, FULL-TIME EQUIVALENT. Refers to full time in the individual's capacity as instructional staff. Thus, a faculty member carrying only half the normal full-time duties in resident instruction and half in extension is considered full-time equivalent in faculty reporting. US.
219. FEE. Designates a general or specific charge to a student.
220. FEE, ACCEPTANCE. Required by some colleges to be paid when notice of admission is received. It is usually not refundable but is applicable to tuition or registration fees at registration.
221. FEE, ADMISSION APPLICATION. Also referred to as EVALUATION FEE, it is a non-returnable fee charged by some colleges to defray the costs of handling the candidate's papers, and to discourage excessive multiple applications. Sometimes applicable to fees at registration.
222. FEE, INCIDENTAL. An accessory fee. One not specifically related to instruction, as for example, a student center fee.
223. FEE, MATRICULATION. A non-returnable fee required by many colleges of every student at time of first enrollment. Restricted largely to public colleges that do not have a tuition charge.
224. FEE, OUT-OF-STATE. The fee, larger in amount than the regular fee, that a state college assesses students whose domicile is outside of the state in which the college is located.
225. FEE, PENALTY. An assessment added to the normal fee.
226. FEE, PRIVILEGE. Used in lieu of penalty in some colleges. The late registration fee, for example, is the fee the student pays for the privilege of registering late.
227. FEE, REGISTRATION. The designation usually given by non-tuition colleges to the educational services fee assessed students each time they register.
228. FEE, REGULAR. Regular student fees comprise matriculation, tuition, laboratory, and other fees paid by or for students to the institution for educational services, as opposed to charges for activities and non-instructional services. BA1.
229. FEE, SPECIAL. A fee paid by certain students only, and under the conditions indicated, such as a fee entitling a student to private instruction in music.
230. FEE, TUITION. The fee for educational services that the college assesses its students each time they register.
231. FEE CONCESSIONS. Waiver of fees for special reasons. Church colleges may waive fees for students of the ministry, or for children of ministers, for example. Other colleges may waive fees for children of faculty members.

232. FEE REFUND. A return of all, or a portion of fees, according to a published schedule, to students who have complied with the regulations governing withdrawals.

233. FELLOWSHIP. Awarded to graduate and advanced professional students in recognition of unusual competence and promise. Fellows usually pursue a particular investigation or study for which the time limit is flexible. May include tuition and other fees, in whole or part, plus additional compensation. Usually some instructional services are required.

234. FIELD OF CONCENTRATION. The student's primary area of specialization.

235. FINANCIAL AIDS. Designed to help needy, worthy students continue their education. See EMPLOYMENT, STUDENT; GRANT-IN-AID; LOAN; SCHOLARSHIP. SC; CA 2.

236. FISCAL YEAR. A period of one year, not necessarily corresponding with the school year, at the end of which financial accounts are closed and reports made, usually June 30 or December 31.

FOLLOW-UP. See STUDY, FOLLOW-UP.

237. FREQUENCY DISTRIBUTION. A series of values that have been tabulated or tallied, opposite a scale made up of units, or groups of units, for the purpose.

238. FRESHMAN WEEK. New Student Week and Orientation Week are other common designations. A program through which entering undergraduates are made familiar with the aims of higher education, the principles governing the wise use of time and effort, methods of study, and the ideals and traditions of the college. It is also a period for tests and examinations that provide the faculty with a basis for advising and assisting students in planning their program. SC.

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GENERAL COLLEGE. See COLLEGE, GENERAL.

239. GENERAL EDUCATION. A program of education designed to help the student discover the relatedness of knowledge and acquire a core of information, attitudes, and skills basic to his formal college education and his continuing education throughout life.

240. GOOD STANDING. As a record or transcript notation it signifies that the student is eligible to continue, to return, or to transfer elsewhere. It implies good academic standing as well as good citizenship, and replaces such terms as Honorable Dismissal, Honorable Withdrawal, Withdrawn, Voluntary Withdrawal, Eligible to Return, and Clear Record. PP 1953 Ey 2; 1954 Ey 8.

241. GRADE (MARK). The term Mark, although less ambiguous, is seldom used. A grade is a rating or evaluation of a student's achievement. Most frequently it is expressed on a letter scale, or in percentages. A, B, C, D passing marks, for example, correspond in a general way to the terms excellent, good, fair, barely passed. In a five passing grades scheme distinguished and superior take the place of excellent. F represents work not deserving of credit in the course, and may ordinarily be made up only by repeating the course. A regular grade is substituted for the temporary mark Incomplete or Condition when work is made up according to the rules. PP 1953 Ew 1.

242. GRADE, CORRECTION OF. A change by the instructor of a mark he has submitted on the presentation of evidence of error in computation, copying, or recording.

243. GRADE, DELINQUENT. Refers to an intraterm report of low standing. Sometimes used as a basis for disqualification.

244. GRADE, FAILING. Signifies an attempt to earn credit which resulted in failure to pass; the failure is charged against the student in terms of grade points and the like. PP 1953 Ey 2.

245. GRADE, INCOMPLETE. Indicates there is still a possibility of credit, after further work (PP 1953 Ey 2). Used when the instructor is not prepared to give a definite mark for the term in view either of sickness of the student or of some justifiable delay in the completion of certain work. It is accompanied by a note which explains the circumstances and indicates how and when the Incomplete may be absolved. A definite mark for the term is recorded when the work has been completed. In case the work is not completed within the time allowed the mark, Incomplete, in some colleges is left permanently on the record. In others it is changed to Failure.

246. GRADE, LAPSED. A probable credit grade, as for example Incomplete, that has been allowed to become a failure because the required work was not completed by the date specified.

247. GRADE, PASSING. Signifies credit in the course. PP 1953 Ey 2.

248. GRADE, SATISFACTORY. Signifies credit earned with work of graduation quality. PP 1953 Ey 2.

249. GRADE INDEX. The weighted average of the student's academic standing as measured by the reported grades and weighted according to credit and letter value.

GRADE POINT. See POINT, QUALITY.

GRADE-POINT AVERAGE. See AVERAGE, GRADE-POINT.

250. GRADE REPORT. The instructor's list of marks evaluating the quality of work done by students during a specified period of time in a specific course. Marks are recorded and reports for sessions are sent to the student, to his dean, and in many instances to the parents, and to secondary school principals of freshmen. PP 1953 Ey 3; SC.

251. GRADE REPORT, SUPPLEMENTARY. Issued in addition to regular term grade reports when credit is obtained through removal of Incomplete mark or Condition, or by examination for credit, for example, during the course of a term.

GRADUATE SCHOOL ADMISSION. See ADMISSION, GRADUATE SCHOOL.

GRADUATE STUDY. See STUDY, GRADUATE.

252. GRADUATION. Receiving formal recognition from college authorities, usually by the granting of a degree, for having completed the college course.

253. GRADUATION, STATEMENT OF. Official certification that a student has been awarded a degree. On a transcript it names the degree or degrees awarded by the issuing institution, including date and major field of each. TG 1952, 9.

254. GRADUATION CHECK. The determination of whether a student has met the specified minimum educational requirements and other qualifications necessary for the granting of a specified degree. The requirements are stated generally in terms of total hours and hours in certain subject matter fields, semesters or quarters of residence, or minimum grade, work, or mastery, or, in some colleges, in terms of comprehensive examinations covering major areas of study. PP 1953 Eb 1.

255. GRADUATION REQUIREMENTS. A specified group of minimum achievements or other qualifications necessary to qualify for a degree. See also REQUIREMENTS FOR DEGREE.

256. GRANT, COST-OF-EDUCATION. A supplementary sum generally equal to tuition that often accompanies a sponsored scholarship award and thus is of direct financial benefit to the college itself.

257. GRANT-IN-AID. A financial grant made to a needy student who is deserving of assistance and could not attend college without aid, but who may not have ranked high enough scholastically to qualify for scholarship aid. SC; ACAC.

258. GRAPH. A diagram for presenting data, making comparisons, and depicting relationships. See Chart.

259. GROUP, CONTROL. The group in an experiment that is subjected to the same measurements as the experimental group, but not to the experimental methods or procedures being tried out, as a means of evaluating the effectiveness of the experimental methods or procedures. O or S.

260. GUIDANCE, EDUCATIONAL. Advising and directing students in the choice of subjects and other matters related to their further education. Advice relative to choice of vocation or occupation is referred to as VOCATIONAL GUIDANCE.

261. GUIDANCE, PRECOLLEGE. Guidance offered to prospective college students designed to acquaint them with such matters as how to choose a college, the factors that are considered for college admission, the nature of studies at various levels and the relationship of secondary school experience to admission and success in college, entrance examinations, the differences between secondary school and college, the outlook and objectives of college and university study, and the kinds of preparation necessary for the various occupational or professional goals which may attract them. Ideally this guidance is noninstitutional. SC; ACAC; CA.

262. GUIDANCE, VOCATIONAL. Assisting a student to choose, prepare for, and make successful entrance into a vocation or occupation in which his individual talent will be best expressed.

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263. HIGH SCHOOL, REGULAR. A secondary school that includes preparation of students for college in its program, as opposed to a vocational or trade high school organized for the purpose of offering training in one or more skilled or semiskilled trades or occupations. CC.

264. HOLDING POWER. Refers to the proportion of the students who enroll in a college who complete the college course.

265. HOME STUDY. Formal study under instruction conducted by mail (correspondence), radio, and television.

HONOR POINT. See POINT, QUALITY.

266. HONOR SYSTEM. Requires that the student shall act honorably in all the relations and phases of student life. Lying, cheating, stealing, or breaking one's word of honor are infringements of the honor system.

267. HONORABLE DISMISSAL. Endorsement of a record with GOOD STANDING, which implies good academic standing as well as good citizenship, is suggested as preferable to its endorsement with HONORABLE DISMISSAL, which was defined in 1913 by the National Conference Committee as certifying clearance only as to conduct and character. PP 1953 Ey 2, 1954 Ey 8; TG 1952, 10.

HONORARY SOCIETY. See SOCIETY, HONORARY.

268. HONORS, ENTRANCE. Honors automatically awarded at entrance to college to the outstanding secondary school graduates admitted to the particular college. Awarding of financial assistance is done separately on the basis of need. Awarding honors at entrance is an effort to give true meaning to scholarship aid and to avoid having scholarship grants used as a means of competitive recruiting.

269. HONORS, GRADUATION. Recognition based on the quality-point average for all work taken prior to the awarding of the degree, in combination often with a comprehensive examination. Usually of several grades, as for example, summa cum laude (highest honor), magna cum laude (high honor), and cum laude (honor).

270. HONORS BEFORE GRADUATION. Recognition bestowed for excellence of scholarship. An honors convocation or an honors day is a common means of honoring superior students.

271. HONORS PROGRAM. Involves concentrated study in a major field and usually culminates in a scholarly paper or in oral and written examinations. Usually available only to seniors who are qualified on the basis of their general college records to participate more fully in the process of their own education. Students who complete the program successfully and whose general academic records are outstanding may be approved for graduation with appropriate honors.

IN ABSENTIA PLAN, SENIOR. See COURSE, COMBINED.

272. IN ABSENTIA, COURSES. Courses taken by permission by matriculated students, who, for valid reasons, are unable to attend regular classes in such courses and who do the work by appointment with a resident instructor.

273. INDEX NUMBER. A device that facilitates the comparison of chronological variations. It is essentially an average, combining in one figure the average of a number of different factors (variable elements). Actually it is an average of ratios, each of the factors being expressed as a percent of its value at some other time, or perhaps some other place. A SIMPLE INDEX NUMBER represents the changes in a single variable. A COMPOSITE INDEX NUMBER represents the aggregate or average change in a group of variables.

274. INSTRUCTION, INDIVIDUAL. Individual lessons, as in music, art, and speech. US-AACRAO joint definition.

275. INSTRUCTION, NONRESIDENT. Instruction given by a college away from its main campus or a branch campus. US.

276. INSTRUCTION, RESIDENT. Instruction given by a college on the main campus or on a branch campus, by its own instructional staff. US.

277. INTERSESSION. The term usually used to describe an early summer session primarily designed to provide an additional opportunity for regularly enrolled students to accelerate degree programs. Also the period between sessions designated for short intensive courses planned and gauged to satisfy the interest of groups of students requiring courses in special areas.

278. INTERVAL, CLASS (i). The width of a step, class, or group in which measures are grouped in a frequency table. O or S.

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J

279. JUNIOR COLLEGE. One that offers at least one but less than four years of work and does not grant the bachelor's degree.

280. JUNIOR COLLEGE, COMMUNITY. One that provides the people of its community the opportunity of an extension of education to meet added requirements of life work, preparation for further college study, and a continuing education. CC.

281. JUNIOR COLLEGE, SPECIAL. One that concentrates in special subject areas and does not limit itself to the local community. CC.

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L

282. LEAVE OF ABSENCE, STUDENT. Signifies that a student who is not currently enrolled is in good standing and therefore eligible to return at any time. PP 1953 Ey 2.

283. LEGACY. The term frequently used by a college when referring to the child of an alumnus of the college.

LEGAL RESIDENCE. See DOMICILE.

LITERATURE, COLLEGE. See PUBLICATIONS, COLLEGE.

284. LOAD, EXCESS. More than the normal full-time program, which, to carry, may require special approval or special scholastic performance.

285. LOAD, NORMAL. The hours required for graduation divided by the number of semesters or terms normally required for graduation, or the load limits within which a full-time program may vary without special permission. TG 1952, 7.

286. LOAN, STUDENT. The advancement by the college to the student of a sum of money under specific conditions for repayment. ACAC.

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M

287. MAJOR FIELD OF STUDY. The student's primary field of emphasis. The field of concentration may fall within a single department of instruction, or may overlap several departments. In the latter case the major is described as a combination major.

MARK. See GRADE.

288. MATRICULATION. The first registration following admission as a classified student. PP 1953 Cb 3, Ey 2.

MATRICULATION FEE. See FEE, MATRICULATION.

289. MEAN (M). The arithmetic average found by dividing the sum of a number of scores or measures by their number.

290. MEDIAN (Md or Mdn). The theoretically determined point on a scale above which and below which one half of the distribution lies. O or S.

MIGRANT. See STUDENT, MIGRANT.

291. MINOR FIELD OF STUDY. The student's field of secondary emphasis.

292. MISCONDUCT OF STUDENT. Violation of implied or established rules governing student behavior.

293. MODE (Z). The point on a scale at which there are more measures than are to be found at any other point. O or S.

294. MORTALITY, STUDENT. The rate or amount of student loss by any cause.

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N

295. NAME, CHANGE OF. A change in name would result from marriage, court order, and any other recognized means. The original name remains on the record with the new, and original and new names are entered in a cross-reference file. TG 1952, 6.

NEW STUDENT WEEK. See FRESHMAN WEEK.

296. NORM. A statement of the present achievement of a given age or other homogeneous group. The term STANDARD is used to state what achievement should be. O or S.

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297. OBJECTIVE. The term applied to a measuring instrument when different persons using it to measure the same thing get the same results. O or S.

298. ORIENTATION. Designed to help the new student become acquainted with the college, its campus, its ideals and traditions (See FRESHMAN WEEK). As a part of the counseling program for freshmen it is a period during which placement tests are administered so that a student may be properly placed in the program of instruction. Emphasis is placed especially on inadequacies in the health, speech, or reading functions of the student, weaknesses in the language and mathematical skills fundamental to college work, and marked limitations in his general scholastic aptitude. SC.

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299. PENALTY. Something added to the normal requirement, whether financial or academic.

300. PERCENTILE (Per. or P). One of the points which divide the total number of cases contained in a frequency distribution into one hundred equal parts; that is, into one hundred parts each of which contains the same number of cases. A given percentile is the point on the scale below which falls the percent of cases indicated by the given percentile. O or S; MT.

301. PERSONNEL, ADMINISTRATIVE. Those having positions that have as their major responsibilities the making and execution of policy. Administrative personnel may be classed as general, those serving the institution as a whole, and departmental or divisional, those engaged in the administration of a department, division, or component college of a university.

302. PERSONNEL, CLERICAL. Those having positions that have as their major responsibilities the preparing, transferring, transcribing, systematizing, or preserving of written communications and records. CC.

303. PERSONNEL, GUIDANCE. Persons who have been assigned to carry on recognized functions of the guidance program in whole or in part. Includes counselors, personnel deans, placement counselors, guidance specialists, and similar personnel. CC.

304. PERSONNEL, PSYCHOLOGICAL. Psychologists and psychometrists, as opposed to psychiatrists and psychiatric social workers who are classified as health personnel. CC.

305. PERSONNEL DATA. Data that have significance for the guidance program.

306. PERSONNEL PROGRAM. Systematic assistance to students through all facilities of the college toward the end of their greatest possible development.

307. PETITION. Request by a student to appropriate person or committee for permission to deviate from one or another of the various academic regulations.

308. PLACEMENT, ADVANCED. Assigning students newly admitted from secondary schools to advanced courses for which they qualify on the basis of private study and test scores. In instances where advanced credit is allowed it may be referred to as ADVANCED CREDIT PLAN. See CREDIT, ADVANCED STANDING.

PLACEMENT TEST. See TEST, PLACEMENT.

309. POINT, QUALITY. The numerical value assigned to each scholarship grade a student receives in a course to provide a more exact determination of the student's scholarship. Every credit hour of A, for example, may carry four quality points. F hours would carry no quality points. Synonymous with GRADE POINT and HONOR POINT.

310. PRECEPTORIAL. Small conference group directed by a preceptor, but also having specific instruction by regular instructors.

PRECOLLEGE GUIDANCE. See GUIDANCE, PRECOLLEGE.

PREREGISTRATION. See REGISTRATION.

PREREQUISITE. See COURSE PREREQUISITE.

311. PRIZE. An award for outstanding achievement in special areas. Normally the award is competitive.

PROBABLE ERROR. See ERROR, PROBABLE.

312. PROBATION. Probation status may be for academic or for disciplinary reasons. ACADEMIC PROBATION is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve. Academic probation usually involves a compulsory reduction of academic load, and interviews for diagnosis of difficulties and for checking on recovery. Sometimes it brings a required restriction of extracurricular activities, and general surveillance. Usually the student is required to make regular specified improvement in his record in order to avoid disqualification. DISCIPLINARY PROBATION is the middle status between good standing and suspension or dismissal. The student remains enrolled but under stated conditions according to college policies. Disciplinary probation covers a stated trial period during which it is determined whether the student is returned to good standing having met the stated requirements or dismissed or suspended at the end of the period for failure to meet the stated requirements. PP 1954 Ey 9.

313. PROBLEM, DISCIPLINARY. Conduct or behavior, aside from unsatisfactory academic achievement, which goes before any administrative officer or any staff or student agency, responsible for handling or reporting student conduct or welfare. PP 1954 Ey 6.

PROFICIENCY EXAMINATION. See EXAMINATION, PROFICIENCY.

PROGNOSTIC TEST. See TEST, PROGNOSTIC.

PROGRAM, SIXTH-YEAR. See STUDY, GRADUATE.

314. PROGRAM, TERMINAL-OCCUPATIONAL. One extending not beyond the fourteenth or fifteenth grade, designed to prepare directly for an occupation, and not intended as preparation for advanced study. US-AACRAO joint definition.

315. PROGRESS CHECK, ACADEMIC. The process of summarizing and analyzing credits toward degree requirements. PP 1953 Eb 1, Ey 3.

PSYCHOLOGICAL TEST. See TEST, PSYCHOLOGICAL.

316. PUBLICATIONS, COLLEGE. All those items of descriptive or informative nature sent in response to inquiries about the college. Those designed to attract applicants for admission are called promotional publications. PP 1953 Cb 1; SC.

Q

QUALITY POINT. See POINT, QUALITY.

317. QUARTER. A fourth of a school year. Three quarters constitute the academic year.

QUARTER HOUR. See CREDIT HOUR.

318. QUARTILE (Q_1 , Q_2 , Q_3). One of the three points that divide the total number of cases in a frequency distribution into four equal parts. O or S.

319. QUESTIONNAIRE. Written questions on a particular topic, with space provided for replies, intended for distribution to a number of persons for reply.

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RANDOM SAMPLE. See SAMPLE, RANDOM.

320. RANGE. The difference between the extremes of a series of measures. It is not extensively used as a measuring device because the extreme values are very unstable. O or S.

321. RANK. In statistical analysis it is the relative position which any particular case occupies in a group.

322. RANK, PERCENTILE. A statement of a student's score in terms of his relative position in the distribution of the scores of the whole group. A percentile rank of 75 means that his score is equal to or better than the scores of 75 percent of the students in the group. O or S.

323. RANK, STUDENT. May refer to a student's classification in respect to progress toward the completion of his curriculum (see CLASSIFICATION), or to his relative position scholastically among other students.

324. READING PERIOD. The period scheduled at the close of a term preceding final examinations. Usually the purpose is to provide students with an opportunity to consolidate the materials covered during the term in each course into a significant whole. In some colleges all course assignments must be completed before the beginning of the reading period. In others the period is not for review but for independent study of freshly assigned reading or laboratory work, which assignments are tested in the final examinations. During the reading period, instructors are available to assist students in individual conference or in voluntary group meetings. Usually students are subject to the same residential regulations as during the period of formal instruction.

325. READMISSION. Permitting former students who have not been in attendance for one or more terms to reenter. Ordinarily their original admission remains in effect so long as they do not do academic work elsewhere in the interval. PP 1953 Cy 2.

326. RECORD, ACADEMIC. A record of courses and marks as opposed to a personal data record.

327. RECORD, DISCIPLINARY. A complete record of the conduct or behavior problem and its solution. More accurately defined as the PRIMARY DISCIPLINARY FILE. The notation of disciplinary action on the official educational record is defined as the OFFICIAL DISCIPLINARY ENTRY. PP 1954 Ey 6-7.

328. RECORD, DUPLICATED. A transcribed or mechanically reproduced record.

329. RECORD, FRAUDULENT. One that is by intent not a true copy of the original permanent record. Usually refers to an altered transcript.

330. RECORD, OFFICIAL EDUCATIONAL. The all-inclusive abstract of academic achievement. Commonly referred to as the PERMANENT ACADEMIC RECORD. PP 1954 Ey 6-7.

331. RECORD, ORIGINAL. Other than a transcript or certificate.

RECORD, PERMANENT ACADEMIC. See RECORD, OFFICIAL EDUCATIONAL.

332. RECORD PERMANENT NONACADEMIC. Frequently referred to as PERSONNEL RECORD. A record of the student's scholastic progress, personal characteristics and experiences, family background, secondary school background, aptitudes, and interests.

RECORD, PERSONNEL. See RECORD, PERMANENT NONACADEMIC.

333. RECORD, STATEMENT OF. Refers to the recorded result of a student's scholastic effort and citizenship. (The National Conference Committee Report of 1913 recommended that STATEMENT OF RECORD refer to scholarship, and that HONORABLE DISMISSAL refer to conduct and character). See TRANSCRIPT; HONORABLE DISMISSAL; GOOD STANDING.

334. RECORD CARD. Any form on which data is cumulated. If not replaced periodically it becomes a permanent record.

335. RECORDER. A frequently used title for the person responsible for the records division of a college. Usually this person is an assistant to the Registrar. See RECORDS.

336. RECORDS. As one of the basic areas of responsibility of the Registrar, records is defined as the compilation, evaluation and checking, safe retention and appropriate use of student academic records, the preparation and issuance of transcripts, and the certification of selected data from the records. PP 1953 Bb 2, Eb 1, Ey 4.

337. RECRUITING. The program designed to find suitable candidates for admission and to interest them in matriculating. SC; CA.

RE-EXAMINATION. See EXAMINATION, COURSE.

REGISTER, THE. See CATALOGUE.

338. REGISTRAR. The original meaning of the title Registrar was keeper of the records. This definition now connotes only one phase of his activities, for today the Registrar supervises policies and procedures common to the various divisions of his school, particularly those that pertain to the admission of students, the enrollment procedure, academic recording and certification, and the interpretation of statistical data, thereby becoming a necessary unifying influence in his institution. Thus he is at once the keeper of records, and educational co-ordinator, and a guardian of the best educational standards. The term Registrar, as used here and in other parts of the Glossary is an inclusive term that refers to the admissions-records-registration officer under such titles as Dean of Admissions and Records, Registrar and University Examiner, and Director of Admissions and Records, depending on the institutional pattern of administrative organization. PT; PP 1953 Bb 1, 2, 3, Bw 1, 2.

339. REGISTRATION. As one of the basic areas of responsibility of the Registrar, registration is defined as the preparation of materials and facilities; the enrollment of students in classes, which for the student

involves the selection of classes, having them officially accepted, and payment of fees; and the preparation of class rolls and related student records, for the orderly beginning of instruction. The plan by which students select courses for a succeeding term in advance of the official opening date of the term is called PREREGISTRATION. PP 1953 Bb 2, Db 1.

340. REGISTRATION, ANNULLED or CANCELLED. Granted students who withdraw within a specified short time after registration, without having paid registration charges, or with full refund of registration charges. These students are not included in the official records for the term and new students do not secure any privileges for admission at any subsequent time as returning students. SR 6 or FR.

341. REGISTRATION, CONCURRENT. Registration for a course or for courses at another college while enrolled at a college, or for resident courses and for extension courses at the same college, for example.

342. REGISTRATION, DOUBLE. Privilege granted undergraduates to enroll in the graduate school. Privilege is granted undergraduates, with excellent records, who at the beginning of a given term are within a stated number of hours of graduation. Ordinarily such students must complete the undergraduate work and must obtain the bachelor's degree during their first term in the graduate school. They must abide by the rules of the graduate school with regard to amount of work taken. Work done on this plan cannot be counted for full residence in the graduate school. Also referred to as SENIOR-GRADUATE REGISTRATION.

343. REGISTRATION, LATE. Registration after the regularly announced period. Late registration involves the same steps as regular registration, possibly with additional screening or penalties for tardiness. PP 1953 Db 2.

344. REGISTRATION, NONCREDIT. For students who want to participate in class discussions, exercises, and laboratory work, but who do not wish to take the final examination or receive a final course mark. Distinguished from auditing, which entitles a student to listen to lectures and class discussions but not to participate in any other activities of the course.

345. REGISTRATION, PROVISIONAL. Permission to attend pending the adjustment of standing.

REGISTRATION, SENIOR-GRADUATE. See REGISTRATION, DOUBLE.

346. REGISTRATIONS, DEPARTMENTAL STUDENT-CREDIT-HOUR. The student-credit-hours of registration by departments. SR 6 or FR.

347. REINSTATEMENT. The act of readmitting a student after he has been dismissed, or after he has been suspended for a limited period. PP 1953 Ey 3.

REJECTION. See ADMISSION, REJECTION OF.

348. RELATIONS, SECONDARY SCHOOL-COLLEGE. Essentially it is an analysis of what college people should be doing to work more closely with secondary school people, and the formulation of ways in which co-operative action

programs can be developed on both levels which will be of benefit to students, to education, and to society. Some important areas for co-operative action are curriculum, guidance, admission requirements, testing programs, grading systems, principal's recommendation, admission to college, placement in college courses, educational experimentation, and freedom and responsibility. SC.

349. RELIABILITY. The consistency with which a measuring instrument measures what it is supposed to measure.

350. REPORT. A written statement of information that tends to summarize data that is made by a person, unit, or organization for the use of some other person, unit, or organization. CC; PP 1953 Fb 1.

351. REPORT, PROGRESS. Refers usually to an intraterm report of a student's standing in a course.

352. REQUIREMENTS FOR DEGREE. Those prescribed by the college for completion of the program for the degree. GROUP REQUIREMENTS FOR DEGREE are the minimum numbers of hours within each broad area of study which one must take to earn a degree, usually in addition to major-minor requirements. QUALITY REQUIREMENTS are expressed in terms of points required, so many points being allowed for each quantitative hour completed. QUANTITY REQUIREMENTS are expressed in terms of hours required, such as quarter or semester hours. The RESIDENCE REQUIREMENT specifies the minimum period during which one must be in attendance in order to qualify for a degree. It is intended to provide an adequate contact with the college and its faculty for each student who is awarded its degree. The TIME LIMIT FOR COMPLETION specifies the period allowed from first enrollment for completing all requirements for a degree, including work for which credit is transferred from another college. The usual period is from five to seven years. One exceeding the time limit may be required to do additional work, or to meet the degree requirements currently in force.

353. RESEARCH. Research is a method of studying problems whose solutions are to be derived partly or wholly from facts. As an educational function it is conducted for the purpose of scientific investigation. In some cases it is carried on as part of the work of an instructional department. In others, it is conducted independently of the function of instruction, the projects being separately financed and the expense separately budgeted. O or S; FR.

354. RESEARCH AND STATISTICS. As one of the basic areas of responsibility of the Registrar, research and statistics is defined as the tabulation, analysis, and interpretation of data, and the investigation of specific problems. PP 1953 Bb 2.

RESIDENCE, LEGAL. See DOMICILE.

RESIDENCE REQUIREMENT. See REQUIREMENTS FOR DEGREE.

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355. SAMPLE, RANDOM. A sample selected by chance from the total population or group which it is to represent. In selecting the sample, careful planning and systematic procedure is required to assure each individual or element an equal and independent chance of being included.
356. SAMPLING. The selection of a portion of the whole group with which it is desired to deal, with the results obtained considered as applying, within the limits of sampling error, to the whole group.
357. SCHEDULE, CLASS. The list of courses and sections offered, together with the names of the instructors, the days, hours, and places of meeting. PP 1953 Db 1.
358. SCHEDULE, EXAMINATION. The days, hours, and places of meeting for examination groups based usually on the class schedule, or on a pre-arranged grouping plan.
359. SCHOLARSHIP. The quality of achievement of a student in his studies; a financial or honorary award made to a student in recognition of superior scholastic ability and achievement and possible contribution to student life or scholarship. Need is usually a factor in determining who shall receive a stipendiary scholarship or one that provides for the waiver of all or part of fees, but the scholarship, as a rule, does not provide for any obligation on the part of the recipient. In many instances stipends or waivers are adjusted to the scholarship holder's financial need. SC; ACAC.
360. SCHOLARSHIP, BASIS OF AWARD. In general scholarships are awarded on the basis of scholastic excellence as demonstrated by previous records, promise of success as judged by recommendations and aptitude test scores, vocational objective, qualities of leadership, character, and financial need. SC.
361. SCHOLARSHIP, ENDOWED. Provided through funds established by individuals or organizations.
362. SCHOLARSHIP, HONORARY. Awarded for exceptional qualities of scholarship and leadership. Financial need is not a factor in awarding it, and in many instances it does not carry financial benefits. May be awarded without application by the recipient.
363. SCHOLARSHIP, REGIONAL. One available on a regional (place of residence) basis.
364. SCHOLARSHIP, SERVICE. One that requires services from the holder.
365. SCHOLARSHIP, SPECIAL. Generally refers to a scholarship provided to assist a worthy student requiring financial assistance who may not have the requisite scholastic average to qualify for a regular scholarship, or to such a student who has special abilities.
366. SCHOLARSHIP, SPONSORED. Aid from some source other than the college itself, as for example, a scholarship sponsored directly by a corporation.

367. SCHOLARSHIP, STATE. One provided by law or maintained by state funds and granted usually to residents of the state for attendance at an educational institution in the state. Often this is a state supported institution. Appointment of scholars in some states is by members of the legislature; in others by a state board of education, a board of regents, presidents of institutions, or upon recommendation of designated local school officials. Competitive examinations are used in some states. In others ranking high school graduates are eligible.

368. SCHOOL, PREPARATORY. One maintaining a full college preparatory course. Usually refers to a private secondary school preparing students for college.

369. SCHOOL, PROFESSIONAL. A school that has a curriculum designed to prepare its graduates to enter one of the professions. See DEGREE, PROFESSIONAL.

370. SCHOOL, PUBLIC. A school operated by publicly elected or appointed school officials in which the program and activities are under the control of these same officials and which is supported by public funds. CC.

371. SCHOOL, SECONDARY. Comprises any span of grades beginning with the next grade following the elementary school and ending with or below grade twelve, including junior high schools, the different types of high schools, and vocational or trade high schools. CC.

SCHOOLS'S RECOMMENDATION. See ADMISSION RECOMMENDATION.

372. SCHOOL YEAR. Ordinarily from September to September and divided into two semesters and a summer session, or four quarters.

373. SCORE. Describes a student's performance in terms of a scale of units used in connection with the measuring instrument used, as opposed to a mark which describes his performance in terms of the marking system of the college. O or S.

374. SCORE, AVERAGE. The arithmetical mean score.

375. SCORE, PERCENTILE. A statement of a student's score in relation to the scores of the whole group. A percentile score of 75, for example, is equal to or better than that of 75 percent of the students in the group. O or S.

376. SCORE, STANDARD. A standard score is one of those obtained by using the standard deviation of each set of scores as a unit of measurement and the mean as the zero point.

377. SEAL, INSTITUTIONAL. The stamp or other device used to authenticate transcripts and other records and documents. TG 1952, 10.

378. SECTION. A division of a course, as between one or more instructors, but having the same subject matter.

379. SECTIONING. Assigning students to courses and sections of courses.

SELECTIVE ADMISSION. See ADMISSION, SELECTIVE.

SELF-SURVEY. See SURVEY, COLLEGE.

380. SEMESTER. Half of an academic year, September through June, usually sixteen to eighteen weeks.

SEMESTER-CREDIT-HOUR. See CREDIT-HOUR, SEMESTER.

SEMESTER HOUR. See CREDIT HOUR.

381. SEMINAR. A course meeting regularly which has a central core of subject matter. Students may work independently on different aspects of the central theme, and report to the group as a whole. The subject of a seminar may be changed from term to term without changing the seminar number.

382. SESSION, REGULAR. Composed of semesters, terms, or quarters, it comprises the academic year of September through June. PP 1953 Ey 2.

SHORT COURSE. See COURSE, SHORT.

383. SIGMA. A Greek letter. The capital sigma (Σ) is used as a symbol of summation. ΣX , for example, means that all values of the variable X are to be summed. The lower case sigma (σ) is the most common abbreviation for the standard deviation or standard error. O or S.

384. SIGNIFICANCE. Refers to a finding or difference not ascribable to chance fluctuation of sampling.

SIXTH-YEAR PROGRAM. See STUDY, GRADUATE.

385. SOCIETY, HONORARY. Organized to improve scholastic and cultural standards in an area of interest. Membership is by election of students who have outstanding records of achievement in the area of interest. May be departmental or professional, and local or national.

SPACE USE. See USE OF SPACE.

386. STANDARD. A statement of what the achievement of a given age or other homogeneous group should be. The term NORM is used to state what it is at present.

STANDARD DEVIATION. See DEVIATION, STANDARD.

STANDARDIZED TEST. See TEST, STANDARDIZED.

387. STANDING, RELATIVE. Scholarship standing of a student in relation to other students.

388. STANDING, STATEMENT OF. A statement certifying to a student's status, whether in good standing or ineligible to return, or to his scholastic standing expressed in terms of the ratio of total number of quality points to total number of credit hours. TG 1952, 9.

389. STATISTICAL METHOD. The use of quantitative methods in the treatment of data. Involves the careful measurement of phenomena and the mathematical treatment of the data.

390. STATISTICS AND RESEARCH. As one of the basic areas of responsibility of the Registrar, statistics and research is defined as the tabulation, analysis, and interpretation of data, and the investigation of specific problems. PP 1953 Bb 2.
391. STUDENT, ACCEPTED or ADMITTED. One who has met admission requirements and has been invited to enroll.
392. STUDENT, ACTIVE. One currently enrolled. PP 1953 Ey 2.
393. STUDENT, CLASSIFIED. One who has fulfilled the matriculation requirements and is pursuing a degree program. Referred to by some colleges as a REGULAR STUDENT, a member of one of the regular classes, or as a DEGREE STUDENT.
394. STUDENT, COLLEGE-GRADE. One whose current program in an institution of higher education consists wholly or principally of work which is creditable toward a bachelor's or higher degree--either in the student's institution, or upon transfer (as from a junior college to a four-year institution). Graduation from high school, or the equivalent thereof, is normally prerequisite to status as a student of college grade. The classification of students as of college grade hinges on the student's program of college work, rather than on intentions with regard to a degree. Thus, special and unclassified students are not candidates for a degree; but they are counted as students of college grade because their programs are of college grade (i.e., consist of courses which normally carry credit toward a degree). Similarly, junior college students whose program consists wholly or principally of work creditable toward a degree (by transfer to a four-year institution) are counted as of college grade, whether or not they intend to become candidates for a degree. A student of college grade may receive instruction either on the main campus, on a branch campus, or in an extension center; he may attend during day or evening, devoting full time or part time to his studies; and he may be enrolled in an institution of higher education which does not itself grant degrees. US-AACRAO joint definition.
395. STUDENT, CORRESPONDENCE. One taking a course that offers lessons, study materials, and faculty guidance by mail, by radio, or by television. The courses may be of regular length or more limited. A correspondence student is counted as a student of college grade if he is taking one or more courses creditable toward a bachelor's or higher degree. If a correspondence student takes both degree and nondegree work, he is counted once as part of the college-grade enrollment in correspondence, and once as part of the noncollegiate enrollment in correspondence. Correspondence students are not counted as part of the enrollment in adult education, or in extension, or in short courses, for in each of these categories, instruction is face-to-face, rather than by correspondence. US-AACRAO joint definition.
396. STUDENT, DEGREE. The designation given by some colleges to a student who should be described as a CLASSIFIED STUDENT.
397. STUDENT, EXTENSION. One enrolled in a class in an extension center. In general extension students attend class in late afternoons, evenings, or on Saturdays. They are typically part-time. An extension student is

counted as a student of college grade if he is taking one or more courses creditable toward a bachelor's or higher degree. If an extension student takes both degree and nondegree work, he is counted once as part of the college-grade enrollment in extension, and once as part of the noncollegiate enrollment in extension. Correspondence and short course students are not classified as extension students. US-AACRAO joint definition.

398. STUDENT, FIRST-TIME. One who, in the current semester, term, quarter, or session, entered higher education for the first time (first time in any college). First-time students cannot be graduate students: they are necessarily those entering work at the undergraduate level—either as full-time students, evening students, extension students, etc. In institutions with few or no students in the evening division, extension department, etc., the total number of first-time students may for most purposes be taken as equivalent to the number of entering freshmen; an exact count, however, would exclude from this group those entering freshmen who are transfers from other institutions of higher education, or who are re-entering college after a previous withdrawal. Not included in a college enrollment as first-time students are the graduates from junior colleges or other institutions. Similarly, not included as first-time students in the fall semester (or fall quarter) are those students who entered in the preceding summer session. US-AACRAO joint definition.

399. STUDENT, FULL-TIME. As applied to resident first-time students of college grade (including resident first-time special and unclassified students); and total resident undergraduate or first professional enrollment (including special and unclassified students in this category), a full-time student is one who is carrying at least seventy-five percent of a normal student-hour load. The normal student-hour load, in turn, is defined by the formula: number of credit hours required for graduation, divided by the number of semesters or terms normally taken for graduation (exclusive of summer sessions). US-AACRAO joint definition. (It is recognized that the Veterans Administration and other agencies have their own definition of full-time student for purposes of administering their own rules and regulations. For reporting purposes a full-time student in Montana is one taking 12 or more credit hours.)

400. STUDENT, FULL-TIME EQUIVALENT. The full-time equivalent student represents one student carrying a full, normal academic load, usually 30 semester hours or its equivalent, over the academic year. BA; SR 6 or FR; UC. (In Montana, 15 student credit hours for undergraduates and 12 student credit hours for graduates is considered the full time equivalent).

401. STUDENT, GRADUATE. One taking work wholly or principally at the graduate level. US.

402. STUDENT, INACTIVE. One not currently enrolled.

STUDENT, IRREGULAR. See STUDENT, UNCLASSIFIED.

403. STUDENT, MIGRANT. Undergraduate transfer from one college to another.

404. STUDENT, NONCOLLEGIATE. One taking one or more courses of other than college grade. US.

405. STUDENT, NONDEGREE. The designation given by some colleges to a

student who should be described as a SPECIAL or UNCLASSIFIED STUDENT, and by others to one who should be described as a TRANSIENT STUDENT.

STUDENT, NONMATRICULATED. See STUDENT, UNCLASSIFIED.

406. STUDENT, NONRESIDENT. One not registered for resident work.

407. STUDENT, OUT-OF-STATE. One who is not a legal resident in the state and subject to the out-of-state fee assessed by a state university. See DOMICILE.

408. STUDENT, PART-TIME. As applied to a resident student of college grade (see definition under STUDENT, FULL-TIME) it is one who is carrying an academic schedule lighter than that of a full-time student. US-AACRAO joint definition. See STUDENT, FULL-TIME. (For reporting purposes a part-time student in Montana is one taking less than 12 credit hours.)

409. STUDENT, POSTGRADUATE. One engaged in study with other members of his profession, usually in relatively short courses, as a means of keeping abreast of developments which directly affect him, rather than study of longer duration undertaken for the purpose of obtaining a higher degree. See STUDY, POSTGRADUATE.

STUDENT, REGULAR. See STUDENT, CLASSIFIED.

410. STUDENT, RESIDENT. One who takes his college work, either day or evening, on the main campus or on a branch campus of the institution, under the instructional staff of the institution. Where the student resides (whether on campus or off) and where the student is legally domiciled (whether in state or out of state) are irrelevant. US-AACRAO joint definition.

411. STUDENT, SPECIAL or UNCLASSIFIED. A resident student who is not a candidate for a degree, diploma, certificate, or equivalent award, but is taking courses of college grade in regular classes with other students who are working for a degree or similar formal award. Extension students, correspondence students, short course students, and students enrolled for individual lessons only (as in music, art, speech, etc.) are not included in this category. (US-AACRAO joint definition.) Some colleges make a distinction between a special student and an unclassified student. Where this is done a SPECIAL STUDENT is usually described as one who could not meet the general minimum admission requirements but was admitted on consideration of age, tests of college ability, and personal recommendations. Such a student may ultimately become a candidate for a degree by completing the admission requirements. An UNCLASSIFIED STUDENT, also designated an IRREGULAR STUDENT and NONMATRICULATED STUDENT, is described as one who, even though he has fulfilled the admission requirements, wishes to enroll for certain courses without preceeding to a degree.

412. STUDENT, SUBCOLLEGIATE. Sometimes used to describe a person who is engaged in making up entrance deficiencies in anticipation of becoming a candidate for admission to a particular college.

413. STUDENT, TRANSFER. A student who has withdrawn from one college and is admitted to another. Sometimes applied to students moving from one college to another within a university.

414. STUDENT, TRANSIENT. A student in good standing in any recognized college who is taking work in another college to transfer back to his college. PP 1953 Ey 2.

STUDENT, UNCLASSIFIED or SPECIAL. See STUDENT, SPECIAL or UNCLASSIFIED.

415. STUDENT, UNDERGRADUATE. One who has not yet obtained the bachelor's degree. See DEGREE, BACHELOR'S.

STUDENT AID. See FINANCIAL AIDS.

STUDENT-CREDIT-HOUR. See CREDIT-HOUR, STUDENT.

STUDENT MORTALITY. See MORTALITY, STUDENT.

STUDENT UNIT COST. See UNIT COST, STUDENT.

416. STUDENT WELFARE SERVICES. The program of guidance and counseling planned to meet the varying needs of students toward obtaining the maximum benefits from college life. Includes such programs as orientation week, educational advisement, vocational guidance, personal and social guidance, and health guidance.

417. STUDY, FOLLOW-UP. A survey of those who have left college or graduated, for the purpose of assisting them, or to obtain information that might be useful in a guidance program.

418. STUDY, GRADUATE. An integrated program of advanced, specialized study, beyond the bachelor's or first professional degree and usually toward a second-level degree or doctorate. It is based on an undergraduate major and presupposes academic and personal maturity, and makes more than average demand upon the industry, initiative, and scholarship of the student. The term should be distinguished from POSTGRADUATE STUDY. SIXTH-YEAR PROGRAM is the designation for the organized program in professional education beyond the master's degree but below the doctorate that has been developed by a number of graduate schools especially since 1950. For the completion of such a program, for example, the title of specialist in Education, or Certificate of Advanced Study, or Diploma of Advanced Graduate Study may be awarded.

419. STUDY, INDEPENDENT. Arranged for superior students in topics or problems chosen by themselves with the approval of the departments concerned and with the supervision of instructors. Distinguished from honors work in that it does not necessarily qualify the student for the baccalaureate degree with honors.

420. STUDY, POSTGRADUATE. Study carried on by practicing members of a profession, usually in relatively short courses, as a means of keeping abreast of developments which directly affect them, rather than study of longer duration undertaken for the purpose of obtaining a higher degree, which is more correctly designated GRADUATE STUDY.

421. STUDY PREPROFESSIONAL. Study basic to specialized training for a profession.

422. STUDY, PROFESSIONAL. Study designed to prepare specifically for the responsibilities of a profession.

423. SUBJECTIVE. A descriptive term applied to a measuring instrument when different results are obtained by different persons, or by the same person at different times, using it to measure the same thing. O or S.

424. SUMMER SESSION or SCHOOL. A session not a part of the academic year. PP 1953 Ey 2.

425. SURVEY, COLLEGE. Study and evaluation of a college by a committee. A self-survey is such a study by a committee of its own faculty frequently aided by consultants from the outside. A survey ususally consists of a review of the purposes of the college and an appraisal of its program, based often on established criteria, and generally results in recommendations for changes and improvements.

426. SUSPENSION. Suspension, like DISMISSAL, is an involuntary separation of the student from the college but it differs from dismissal in that it implies and states a time limit when return will be possible. Thus suspension may extend for one semester or until a specified date, or until a stated condition is met. PP 1954 Ey 7, 8, 9.

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427. TELECOURSE. A televised home study course. May be taken for credit by fulfilling reading assignments and taking final examination; or may be taken on a noncredit basis.

428. TERM. Refers to an academic calendar unit, as for example, quarter or semester.

TERM HOUR. See CREDIT HOUR.

TERMINAL PROGRAM. See PROGRAM, TERMINAL-OCCUPATIONAL.

429. TERM, NONRESIDENT. Usually refers to a regular term the student spends away from the campus for the purpose of gaining practical experience as a supplement to study in the resident terms, regular credit being provided.

430. TERM, OFF-CAMPUS. A term the student spends off campus, as in a foreign country, regular credit being provided.

431. TEST. Any device for measuring mental capacity or ability of any sort. O or S.

432. TEST, ACHIEVEMENT. One that measures one's knowledge or mastery of subject matter. O or S; MT.

433. TEST, APTITUDE. A test designed to forecast ability.

434. TEST, DIAGNOSTIC. One that yields detailed information about one's achievement in one or more fields and has as its purpose the pointing out of weaknesses as a basis for remedial instruction. O or S.

435. TEST, PLACEMENT. A test of ability or achievement used to classify and place students in the level of work proper for them.

436. TEST, PROGNOSTIC. A test designed to predict a student's status based upon his performance at the present. O or S.

437. TEST, PSYCHOLOGICAL. Any test designed to aid in measuring ability in such areas as reading, memory, academic aptitude, personality, and concentration.

438. TEST, STANDARDIZED. One that has had norms based upon a sufficient number of individuals determined for it, and that has been devised scientifically so that it yields relatively objective scores, and has such directions for administration as to secure practical uniformity. O; MT.

439. TESTS, BATTERY OF. A group of several tests standardized on the same population, usually achievement tests in several subjects or different aspects of the same subject, given as part of a single testing program. O or S; MT.

440. THESIS. Used interchangeably with DISSERTATION (although dissertation is more often used to describe the doctoral thesis) it is a formal

treatise concerning some problem in the graduate student's field of specialization. It gives evidence that he has technical competence in his field and has done research of an independent character. It may be in the nature of a mature and expert organization and evaluation of existing knowledge as it applies to one of the larger problems in the field, or it may be in the nature of an original contribution through research, expressed in satisfactory form.

TIME LIMIT FOR COMPLETION OF DEGREE. See REQUIREMENTS FOR DEGREE.

441. TRANSCRIPT. A college or university transcript is defined as an unabridged and certified academic record prepared for the purpose of communicating information concerning a student from one institution or agency to another institution or agency. Its scope covers the identification of the student, the identification of the issuing institution, the pertinent academic accrediting policies of the issuing institution, a listing of certain essential understandings in general arrangements, and the separation or termination status of the student. A transcript is recognized as possibly consisting of the list of courses-credits, etc., and an accompanying explanatory statement. TG 1952; PP 1953 Cb 2, Eb 1; PP 1954 Ey 5-9.

TRANSFER STUDENT. See STUDENT, TRANSFER.

TRANSIENT STUDENT. See STUDENT, TRANSIENT.

442. TRIMESTER. A term used to designate a third of the school year, September to September. Used especially during the World War II period of accelerated college programs.

TUITION. See FEE, TUITION.

443. TUTORIAL PLAN. A plan for carrying out specific individual guidance through assignment of students to individual instructors for the integration of their studies with their whole lives.

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444. UNIT. A basis for evaluating the amount of secondary school and college work accomplished. A unit at the secondary level represents a year's study of one subject, normally in a class meeting five times a week for forty- or fifty-minute recitation periods, or the equivalent. In assigning units, two periods of laboratory, shop, drawing, typing, or practice periods, not requiring additional study or preparation, are regarded as the equivalent of one recitation period. The length of the school year is assumed to be from thirty-six to forty weeks. At the college level the value of a course is usually reckoned at the rate of one unit for a class that meets fifty minutes a week over a term; or laboratory, field work, drawing, music, practical arts, physical education or other type of instruction, that meets two hours a week for a term. The aim is to assign one unit for three hours' work per week per term on the part of the student, for in most courses it is expected that the average student will spend two hours in preparation for one hour of lecture or recitation. See CREDIT UNIT.

UNIT, CREDIT. See CREDIT UNIT.

445. UNIT COST, STUDENT. The average amount of money expended per student for a designated service for a given period of time. Unit costs per full-time student are secured by dividing the number of full-time students into the amount of total instructional expenditures. For frequently used measures in unit-cost studies see: CLOCK-HOUR, STUDENT; CREDIT-GRANTED UNIT; CREDIT-HOUR, SEMESTER; CREDIT-HOUR, STUDENT. BA1.

446. USE OF SPACE. The degree to which instructional space is used. CAPACITY USE refers to the greatest amount of use that can be secured from instructional space, based on the standard schedule of hours the building is in use. BA 1, 2.

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447. VALIDITY. The extent to which a measuring instrument measures what it is designed to measure. MT.

448. VARIABILITY. The scatter or spread of measures around their measure of central tendency.

449. VISITOR. One who does not wish to enroll as an auditor for regular attendance. Courtesy is extended for a limited time. Visitors take no part in class discussion, and may not submit work for criticism.

VOCATIONAL GUIDANCE. See GUIDANCE, VOCATIONAL.

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450. WARNING. A scholastic action usually taken prior to the close of a term with reference to those students whose progress is reported as deficient by their instructors. Warning usually serves to caution a student that his record is below the standing required for graduation.

451. WEEKLY CONTACT HOURS. The number of hours each week a faculty member meets with regularly scheduled classes.

452. WITHDRAWAL. A release from enrollment. The student notifies the appropriate authorities, thereby making it an OFFICIAL WITHDRAWAL. When the student merely stops attending classes without notifying authorities failing marks are recorded and charged against him. This is termed UNOFFICIAL WITHDRAWAL. PP 1953 Ey 2.

453. WITHDRAWAL, FAILING. Withdrawal with failing marks recorded. Some colleges charge them against the student. Others record them for information only. PP 1953 Ey 2.

454. WITHDRAWAL, INVOLUNTARY or REQUESTED. DISCIPLINARY DISMISSAL is the suggested designation. PP 1954 Ey 9.

455. WITHDRAWAL, PASSING. Withdrawal with date-of-withdrawal grade or pass notation recorded for information only. PP 1953 Ey 2.

456. WITHDRAWAL, VOLUNTARY. Withdrawal at the student's request.

457. WORKSHOP. Organized group study, usually with the co-operation of specialized personnel, with emphasis on the solution of practical professional problems. Typically a workshop consists of several days of concentrated work, with the participants working on problems of special concern to themselves or their organizations or school systems.

458. WORK-STUDY PLAN or PROGRAM. Plan of alternate attendance at class and on the job. See CO-OPERATIVE PLAN or PROGRAM.

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**Appendix B—
Subject Field Classifications
Definitions and Examples**

Appendix B

SUBJECT FIELD CLASSIFICATIONS

<u>Number</u> <u>Code</u>	<u>Subject Field</u>	<u>Number</u> <u>Code</u>	<u>Subject Field</u>
1200	LIFE SCIENCES	1700	TECHNICAL-VOCATIONAL
1210	Biological Sciences	1705	Agricultural
1220	Agricultural Science	1710	Apparel
1230	Health Sciences	1715	Business
1231	Medicine	1720	Construction
1232	Veterinary Medicine	1725	Engin'g & Indust'l
1233	Dentistry	1730	Graphic Arts
1234	Nursing	1735	Health
1235	Pharmacy	1750	Public Service
1236	Public Health	1760	Transportation
1238	Other		
1239	General	1800	PHYS. EDUC. & MIL. SCI.
		1810	Physical Education
		1820	Military Sciences
1300	M.C.P.E. SCIENCES		
1310	Mathematical Science		
1320	Computer Sciences		
1330	Physical Sciences		
1340	Engineering Sciences		
1400	BEHAVIORAL SCIENCES		
1410	Psychology		
1420	Social Sciences		
1500	HUMANITIES		
1510	Fine Arts		
1520	Letters		
1600	PROFESSIONS		
1610	Admin. Professions		
1620	Education		
1630	Environmental Design		
1640	Home Economics		
1650	Law		
1660	Social Work		
1670	Theology		
1690	Other Professions		

(Continued in next column)

SUBJECT FIELD DEFINITIONS AND EXAMPLES

1200 LIFE SCIENCES

- 1210 BIOLOGICAL SCIENCES: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 1220 and 1230).
- 1220 AGRICULTURAL SCIENCES: As 1210, but in an agricultural college or school, including forestry, but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine. (See also 1232, 1340, 1420, 1620, 1640, and 1705.)
- 1230 HEALTH SCIENCES: (Professional level; see also 1735.)
- 1231 MEDICINE: All basic medical sciences and clinical specialties.
- 1232 VETERINARY MEDICINE
- 1233 DENTISTRY
- 1234 NURSING
- 1235 PHARMACY
- 1236 PUBLIC HEALTH
- 1238 OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.
- 1239 GENERAL HEALTH SCIENCES

1300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, Engineering)

- 1310 MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.
- 1320 COMPUTER SCIENCES: Includes information and computing sciences.
- 1330 PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.
- 1340 ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, ceramic, chemical, civil, construction, electrical, electronic, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc. (See also 1725.)

SUBJECT FIELD DEFINITIONS AND EXAMPLES

1400 BEHAVIORAL SCIENCES

1410 PSYCHOLOGY

1420 SOCIAL SCIENCES: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., interdisciplinary studies of geographically defined areas.

1500 HUMANITIES

1510 FINE ARTS: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance.
(See also 1730.)

1520 LETTERS: English language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 1670); speech if not primarily dramatic arts; journalism if not a professional school.
(See also 1690.)

1600 PROFESSIONS (Professional schools not included above.)

1610 ADMINISTRATIVE PROFESSIONS: Business administration; institutional administration, including hospital administration; public administration; etc.
(See also 1715.)

1620 EDUCATION: Includes agricultural education, business education, etc.

1630 ENVIRONMENTAL DESIGN: Architecture, landscape architecture, urban and regional planning, etc.

1640 HOME ECONOMICS: Includes departments which are not in a professional school; includes departments of agricultural colleges.

1650 LAW

1660 SOCIAL WORK

1670 THEOLOGY: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs, such as the Higher Education Facilities Act of 1963 and related subsequent legislation.

SUBJECT FIELD DEFINITIONS AND EXAMPLES

1600 PROFESSIONS — Continued

1690 OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

1700 TECHNICAL-VOCATIONAL FIELDS

1705 AGRICULTURAL TECHNOLOGIES

1710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES

1715 BUSINESS TECHNOLOGIES: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.

1720 CONSTRUCTION TECHNOLOGIES: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

1725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.

1730 GRAPHIC ARTS TECHNOLOGIES: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.

1735 HEALTH TECHNOLOGIES: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologies, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.

1750 PUBLIC SERVICE TECHNOLOGIES: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

1760 TRANSPORTATION TECHNOLOGIES: Automotive, aviation, heavy truck, and other transportation technologies.

1800 PHYSICAL EDUCATION AND MILITARY SCIENCES

1810 PHYSICAL EDUCATION: Includes health and recreation education, as in "HPER" departments. Includes intramural athletic programs administered by the physical-education department, but excludes intercollegiate athletics if organizationally separate. (See 7000.)

1820 MILITARY SCIENCES: Air and Aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and equivalent.

Appendix C

REPORTING SCHEDULE

<u>REPORTS</u>	<u>TITLE OF REPORTS</u>	<u>REPORT DATES</u>
Report A Report C	ENROLLMENT SUMMARY STUDENT CREDIT HOURS BY SUBJECT FIELD	End of fifth week of each quarter or semester and at the close of summer session.
Report D	WEEKLY CONTACT HOURS BY SUBJECT FIELD	End of fifth week of the peak load quarter or semester each academic year or end of fifth week of each quarter or semes- ter (except summer session).
Report B	NEW STUDENTS TRANSFERRED FROM OTHER UNIVERSITIES, COLLEGES & SCHOOLS	End of fifth week of each quarter or semester except summer sessions.
Report E	GEOGRAPHIC DISTRIBUTION OF STUDENTS	End of the fifth week of the fall quarter or semester.
Report F	HOME STATES OF NON- RESIDENT STUDENTS	
Report G	DEGREES AWARDED BY LEVEL BY SUBJECT FIELD	End of academic year. (Note: the academic year extends from summer session through and including the following spring semester or quarter.

